

# USING TEAMS FOR ONLINE REMOTE LEARNING

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# GETTING STARTED

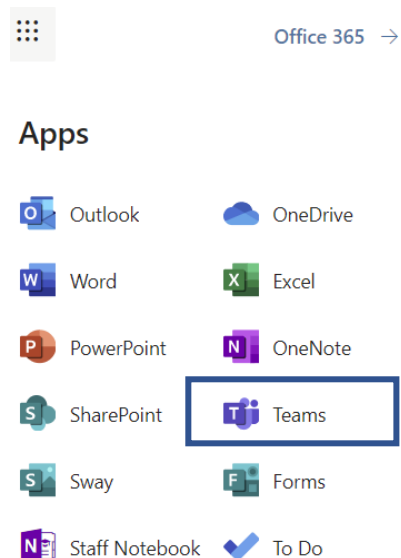
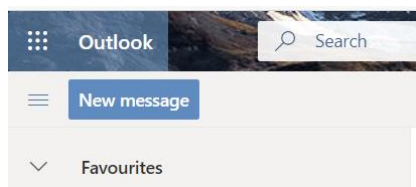
The following information sheets are designed to sit alongside the training videos for those of you who wish to have step by step instructions.

## ACCESSING TEAMS

The best way to access Teams on a School PC is through the TEAMS app which should load automatically when you sign into a computer using your login details, Teams should appear automatically.

If using Teams on your own PC you can either download the TEAMS app <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> or you also open the browser version of teams quickly on any computer through School Email. The Teams app is already installed on school PCs and will automatically open.

When in your email, click on the 9 dots in the top left-hand corner and then select Teams (see below for example) .



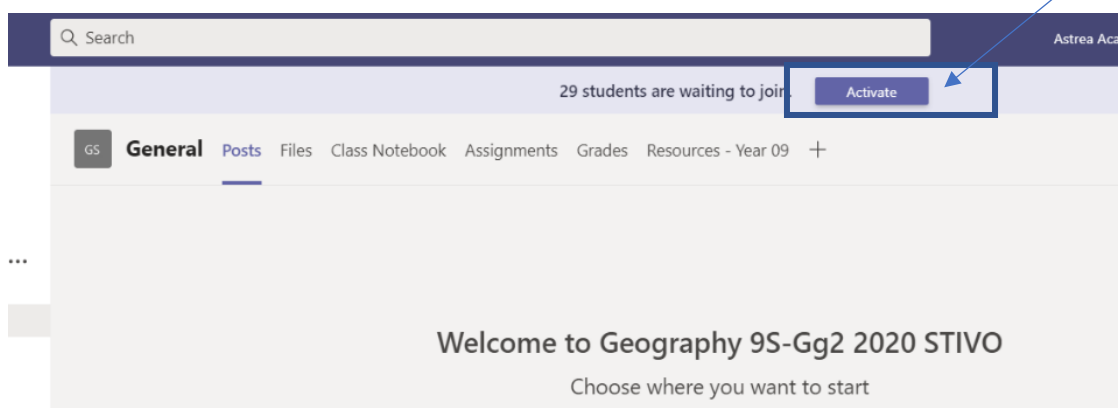
You can also install a TEAMS app onto iPads / phone if you should wish to do so, the Teams apps are available on the APPLE and Google Play (for Android) Stores. **Your log in details for Teams are EXACTLY the same as your email log in / log into a school computer (this is the same for students!). In school the Teams app on PCs should automatically log you in.**

**Microsoft Teams on the Apple Store** <https://apps.apple.com/us/app/microsoft-teams/id1113153706>

**Microsoft Teams on the Google Play Store (for android)**  
[https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_GB&gl=US](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB&gl=US)

## Activating your Class Teams

The first time you use your Class Teams you will need to start by activating them – this only needs doing once. If you class hasn't been activated – you will see at the top of the class a button 'Activate' – click to do so.



## MERGING CLASSES

**PLEASE NOTE** - Although most subjects do not require merges and will be taught as single class there are still some classes where there may still be some merges – to do this please make sure...

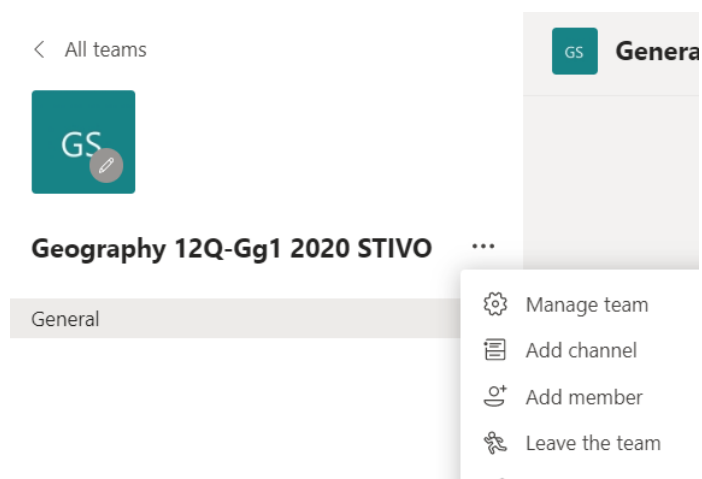
1. Add the second teacher to your class team
2. If you are going to be merging class – you will need to create and send codes to the students for this to happen.

### (1) HOW TO ADD / REMOVE SECOND TEACHER FROM TEAM

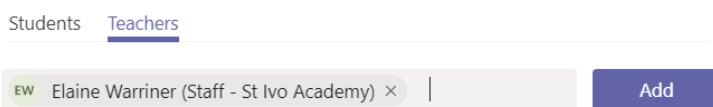
In order to meet the requirements for a second member of staff on the team where you have a small group you will need to ensure that the second member of staff is a member of your class team.

Please refer to the timetable to see who the second member of staff is and then follow these instructions to add them to your team.

1. Go to the Class Team to which you are going to add the member of staff and click on the three dots next to the Team name (see screenshot)
2. Select 'Add Member'
3. Click on 'Teachers' and then search for the teacher in the box – it should only need first few letters of their name. Double click on their name and then click 'Add' (**please note it is teachers name not initials you search for) – once you start putting in their name it will give you the options available**)



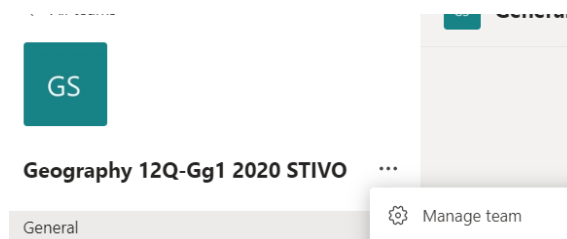
#### Add members to Geography 12Q-Gg1 2020 STIVO



### REMOVING SECOND TEACHER FROM THE TEAM

At the end of the session, unless that Teacher is due to be with you with that group again you will need to remove them from the Team otherwise they will start receiving any notifications you post to that team – including notifications of assignments etc.

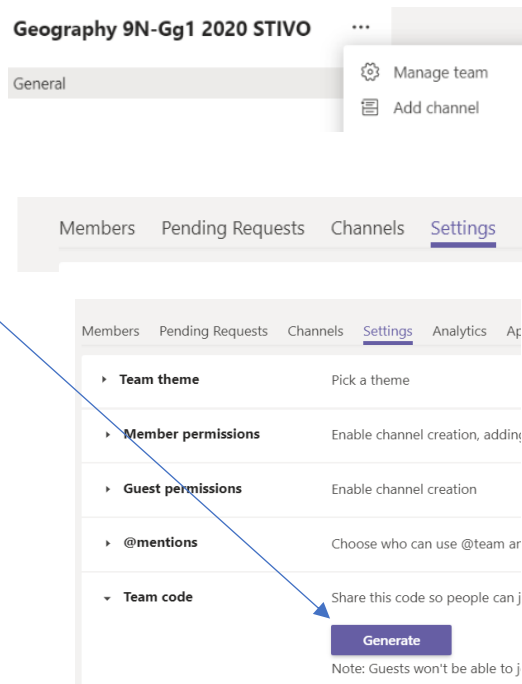
1. To do this - this time – when you click on the three dots near the team name – click 'Manage Team'
2. Next to the teacher's name – click on the drop down next to Owner and change them to Member.
3. Their name – will disappear from the Owners list – click on Members and Guests to find their name on the member list – then click the box near their name and then click the x on the right-hand side – this will remove them from the Team.



## (2) MERGING CLASSES

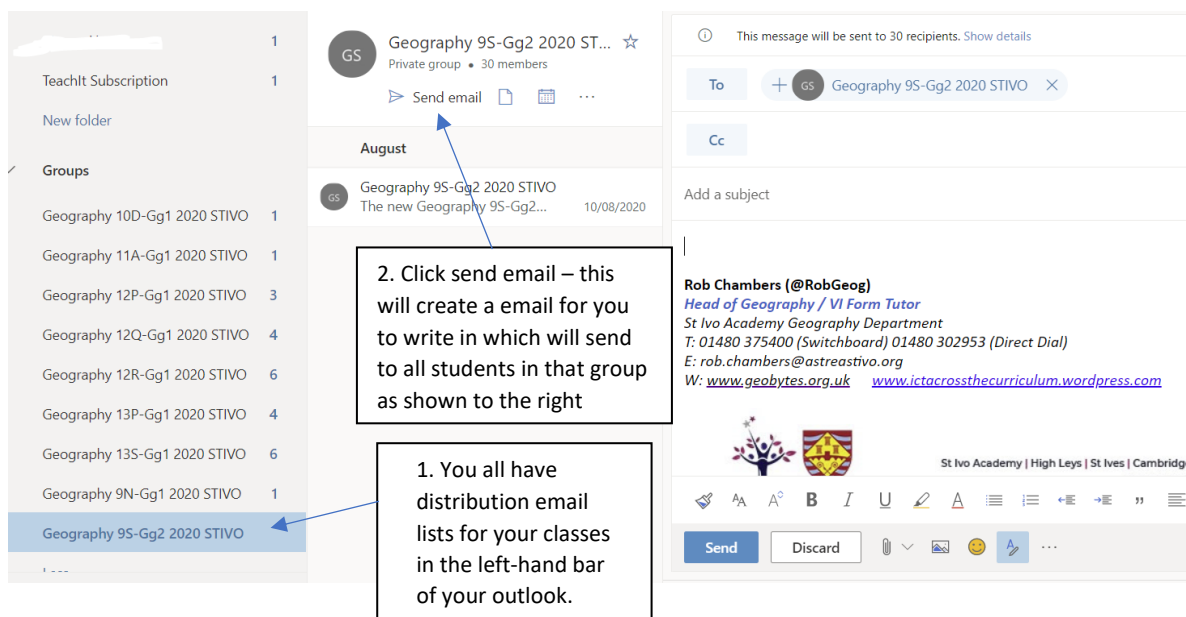
Where classes are being merged, the Head of Department should decide who the lead teacher will be. This teacher will need to produce a code for their class team for the other students in the 'merging' classes to use to access their class. The second teacher will also need adding to the group as described above.

1. Go on to your main class and click on the three dots next to the Team name
2. Click on Manage team
3. Click on Settings
4. Click on Team Code and click the button "Generate"
5. There are TWO things to do just before a live lesson with merged classes to ensure that the students in the other class get the information that they need to join.
  - a. Ask the other teachers to copy and paste the statement below (inserting the correct class and code where the \*\*\* are) onto the Team page of their class that needs t



For your lesson we will be merging with class \*\*\*. To access the class and the live lesson you will need to click on "Join or create" Team at the top of the page once in Teams. Then in the 'Join a team with a code' box paste this code \*\*\*\*\*. Once you have done this find the class you have just joined in your Teams area and you will have a link through to your lesson. Any problems please email your class teacher.

- b. We would also suggest that teacher of the class that is going to merge, emails their group via the class email distribution list in outlook (see group names on the left-hand side of the email to email the group (or see further instructions on this below). Email the code out to students asking them to join – could use same text as above)



## IMPORTANT

### When you have done all the lessons with the merged classes you need to remove those students.

Please note – that once we have done the live lesson – you will want to remove the students that were merged into your class otherwise any future assignments etc. you set / add to your TEAM will be seen by all those students (and equally other live lessons that may not involve the same set of students). The only exception to this is if you know the groups are staying merged longer term. This is easy but there are two steps to do...

#### 1. Remove students from the Team.

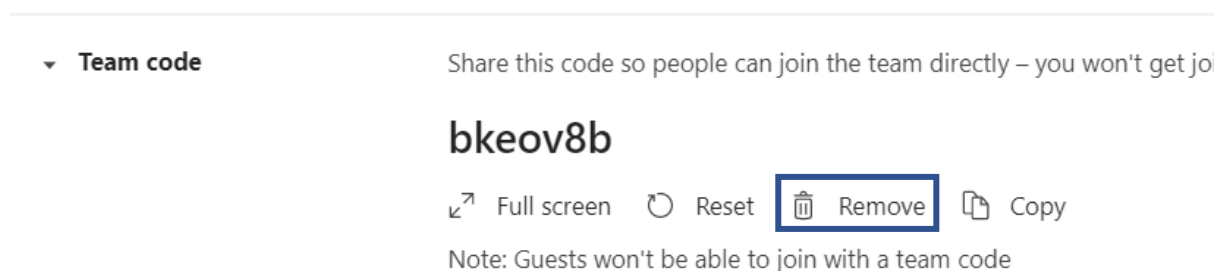
- (i) Click on the Team you added students to
- (ii) Click on the 3 dots and click on Manage Team
- (iii) Click on Members – and there will be a list called Members / Guests
- (iv) To remove a student, click the box by their name so a tick appears & then click the cross on the right.



#### 2. Remove Code

You will need to remove the Code so that these students cannot re-join. To do this simply:

1. In your Team, click on the 3 dots and click on Manage Team – click on settings along the top – and then click on Team code and select remove (as below)



If a student who should not be in the Team / class joins it using a merge code a fellow student has given them simply remove them and remove code (see Frequently Asked Questions near end of document for details).

## SECOND TEACHERS ON A MERGED CLASS CALL - IMPORTANT

If you are the second teacher on a call (or for merged classes – i.e., yours is not the lead class) – please go to the Team Channel ready but do not start the call yourself – if you do so the lead teacher / true owner of that class cannot control anything. If you go to the Team Channel and wait, once the lead teacher starts the lesson, a join button will appear for you. They can then make you presenter so you can also share resources etc.

### How do you make a fellow teacher presenter on a call?

Find their name in their participants list – click on the ellipsis (three dots) by their name select ‘make presenter’ (just double check you have selected the right person, so you do not make a student a present by mistake! **They will need to be made a presenter to share screen or to mute / remove students from the meeting.**

# RUNNING A LIVE LESSON

## PART 1 – Setting up, Recording, Starting and Ending your Meeting

**IF YOU ARE USING AN IPAD FOR YOUR LIVE LESSONS – please go straight to instructions in Appendix 1**

### Preparing for your meeting

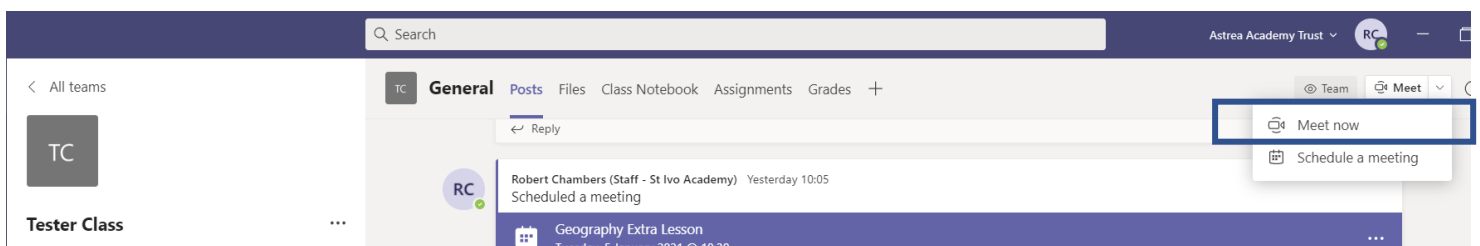
There are a few important things you need to do before you meet with your students for good practice and to save any potential issues arising.

1. Make sure your **emails are closed** and make sure all other websites or documents you might have open are closed – as you can share your screen within a meeting you do not want to be in a position where students see any of your private files etc. so closing all apps / programmes before you start your meeting is best practice.
2. **Open up any PowerPoints or web links you want to use / share** with your students during the meeting (again if you are using websites – make sure you close all other tabs down so you only have the websites open you want students to see. **You should make sure you have the “Remote Learning Session Startup” PowerPoint ready and open** (see below for more details).
3. If you are intending to use your video (we will come back to this later) be very mindful of where you are sitting and what can potentially be seen in your background.

### Starting your meeting

The trust guidance has been that we are **not to use schedule-a-meeting** due to potential safeguarding issues of students using the groups when staff are not present, so we have been asked to use the ‘Meet now’ function.

When you are ready to start the lesson – go to your Class Team (in the case of merged classes – this will be the class of the lead teacher who generated the code)



Click ‘Meet Now’ and the following screen will appear

Choose your audio and video settings for  
**Geog-9Gg1-CB - 5/1/21**

Computer audio

CAD Audio

Phone audio

Room audio

Don't use audio

Your camera is turned off

Background filters

Cancel Join now

**Give your meeting a clear name (see example below) – this will ensure that recordings of the lessons can be clearly identified.**

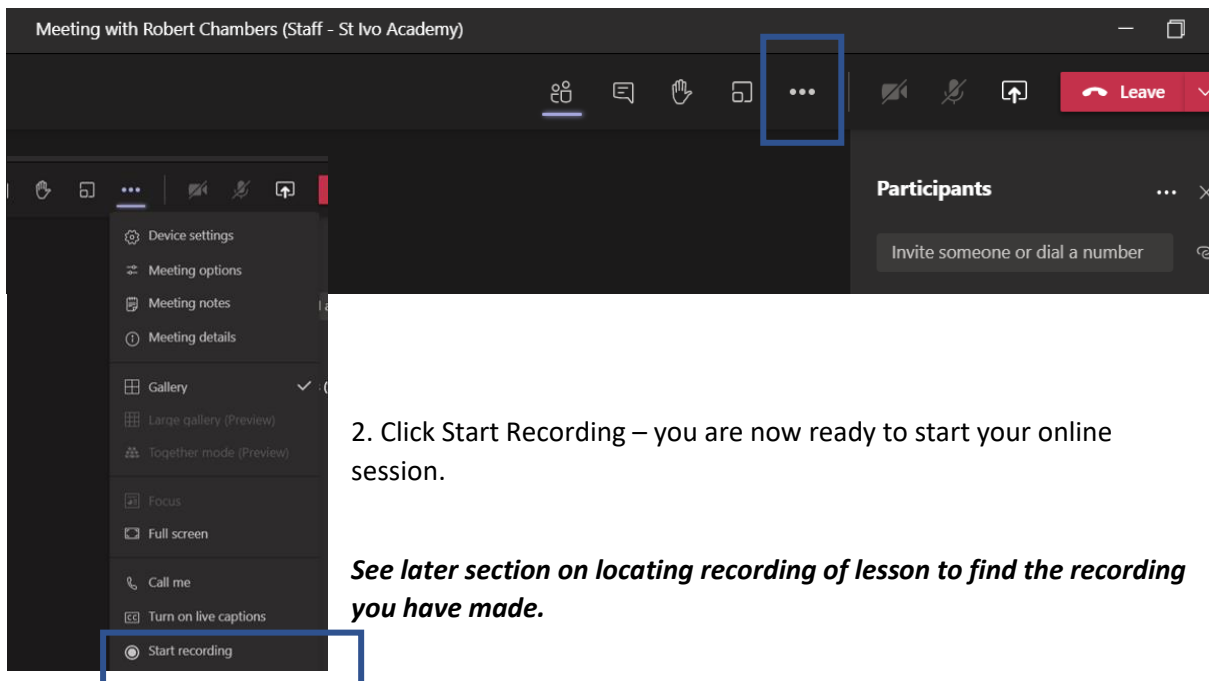
**Once you are ready – click JOIN NOW and you will be live in the meeting.**

If you wish to have your camera on – you can turn it on below before starting the meeting (you can change this once in the meeting so do not worry)

**All meetings MUST be recorded – this is trust policy and part of the AUP. This is important for safeguarding both you and students. It also means that lessons can then be made available for those students that were unable to attend.**

Once you enter the meeting you will see the following screen. **PLEASE STARTING RECORDING AS SOON AS YOU START THE MEETING AND BEFORE STUDENTS JOIN.**

**1. Click on the three dots on the options bar.**



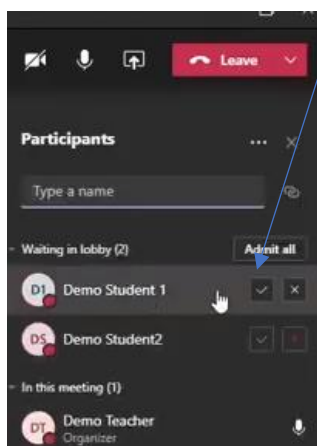
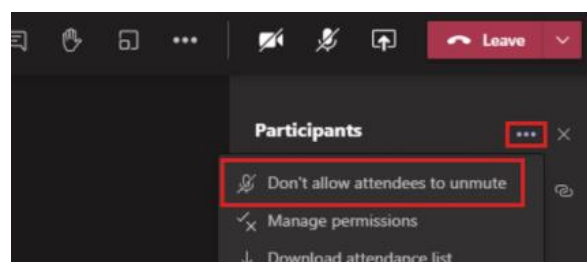
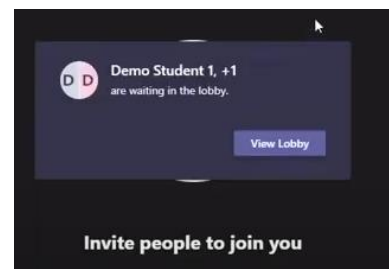
**2. Click Start Recording – you are now ready to start your online session.**

***See later section on locating recording of lesson to find the recording you have made.***

## The Lobby Function

Students will now be required to wait in a lobby before they enter the meeting. They are not able to communicate with anyone else whilst they are in the lobby.

Depending on the nature of the class you may wish before you admit any students to mute to select the “Don’t allow attendees to unmute” so that you can control who speaks on the mic yourself. To do this – simply click on the Participants list then the ellipsis (three dots) and select the option “Don’t allow attendees to unmute”



You can either admit students individually or you can click admit all and do this in one go. Another benefit of the lobby is that if you have to remove a student from the meeting if they try to re-join they will simply be returned to the lobby and they will not be able to get back into the meeting until you allow them access.



### Introducing your meeting to students:

To set the tone for the class there is a PowerPoint slide with reminders on that you can have up at the beginning of the lesson – this PowerPoint slide will be emailed to you – if you wish you could just add this to the front of any PowerPoint you might be using. If you aren't using PowerPoint for your lesson you could simply show this slide from the file you are sent.

To do this – click on the **share screen** button (see icon opposite) and you will have a menu that comes up showing you what you can share – choose the **TEAM INTRO POWERPOINT (or your own)** which you should have open already (if you forget to open it before hand – do not worry – click **browse** to find it.



**You are now ready to start your session.**

**ADVICE:** We advise that everyone starts the session with a reminder of basic ground rules for students:

- All students' video cameras should be turned off.
- Students can use the chat function to ask questions or switch their mic on to ask questions but remind them of the importance of being sensible and that the session is being recorded. Any silly behaviour they will be asked to leave, and parent/carers will be contacted.

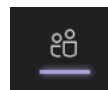
### Should I have my video camera on?

There is **absolutely no expectation** that you need to have your video camera on (you can easily turn it on/off using the icon on the bar). You may feel that you want to have a visual connection with students. If you do, please just check your background in terms of what students can see, but also use the **"Blur background function"** – to use this you must be on the **app** not your internet browser. Click on the three dots and you should see the option. This will blur everything but you.



## REGISTERING STUDENTS

To see a list of participants in the meeting click on



at the top of the meeting bar – to switch between show and hide participants.

Please take the register **towards the end of the lesson** to allow for any students that have issues getting in for the beginning.

To take a register of student present, please do this by simply going to Go4Schools and access the timetable of that class – please use the following codes (these have been set up to be accepted in Go4Schools).

1 – Present at Teams Live Session

2 – Absent from Teams Live Session.

You only need to register students for a LIVE session, not when setting assignments for them to complete independently. Any late students can be recorded as present.

BEYOND MEASURE						
Attendance: 9N/Gg1						
H C		08 Jan 2021 - 08 Jan 2021				
Name (31)		Fri 8th Jan				
		AM		1		
		+ >		+ >		
Jorja					1	
William					1	
Jack					2	
Abi					1	
Lois					2	

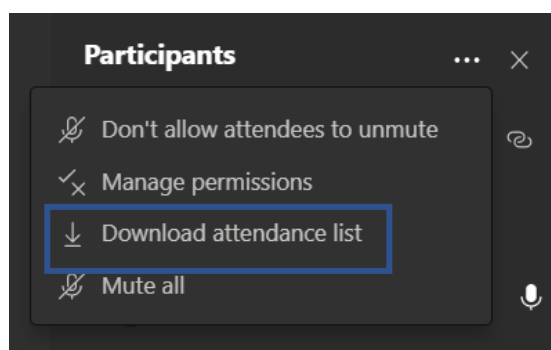
## DOWNLOADING ATTENDANCE LIST

It is also possible to download an attendance list – this list will include times that students joined and left a meeting – so you will see if students were on the whole time or not.

### Downloading the Register

To download the register – click on Participants list click on the ellipsis (three dots) and select Download attendance list. This will automatically download to your downloads folder on your computer (to access just browse for the Download folder on your PC).

A couple of things to remember – it is only the person that started the actual meeting that will have the option to Download the attendance list.



One of the benefits of the attendance list is that it downloads as an Excel spreadsheet and it will show all the actual times that a student logged in / out of lesson.

If you download it towards the end you will see any students that were in the lesson at any point. So, you will see for example if student x – was there for the first 15 mins but then left.

### Forgotten to do the register during the meeting?

There is a slight work round if you forgot – if you look at the team channel and the meeting – you will see something looks like this if you the +13 it will show you the names of 13 that were there but you also need to



hover over those other work out the

initials of those shown who were also there. So it's a little fiddly – but gives some potential to register retrospectively by looking at initials and then the extras.

### Merged Classes – Large registers.

If you have a large, merged class with lots of students to do the register, it is easier to download the register (although only the lead teacher can do this) OR there is the potential to use forms to get students to register themselves (thanks to Rob T (History) for this idea).

This can take a bit of setting up to start with, but it has been found to be useful in the long run.

**Please see Th if you have any questions.**

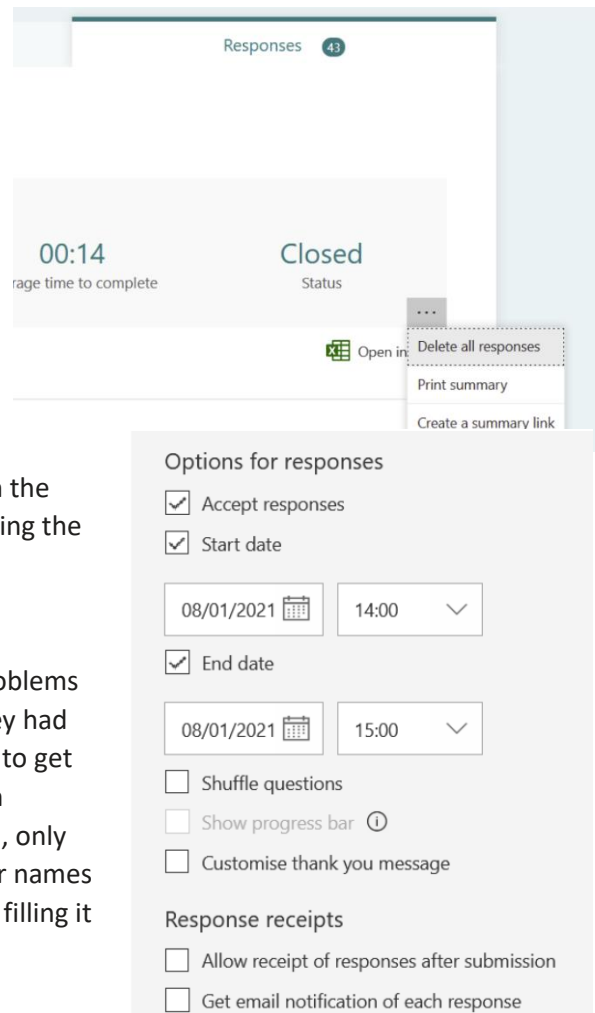
1. Create a one-question form with a separate option for each student's name in the register. By default, it allows only one response per question so that students cannot 'sign in' for other students without being 'absent' themselves. If in doubt it still records the person that submitted the answer.

#### 1. Are you here?

43 Responses

ID ↑	Name	Responses
1	Callum	Callum
2	Lauren	Laurer
3	Alex	Alex

2. This takes a while to set up, but after the lesson the teacher can instantly delete all of the responses, so it only needs to be done once per class. It can obviously be exported to Excel but should not need to just for the purpose of register. *(If multiple teachers are going to use it then it will need to be made as a Group Form otherwise they will only be able to view it as a student would)*
3. Using the settings, you can restrict when the poll is open so it can only be accessed during the lesson. Obviously, students could just sign the Form but that is no different to them just joining the lesson and muting everything/ignoring every instruction.
4. For some reason, some students have had problems accessing the Form. One student said that they had to sign in – not sure why they have been able to get straight to it as they followed the link through Teams. Out of the classes trialled with though, only 4/40 could not each time. So still, finding their names in the Participants list was much quicker than filling it out manually.



## Ending the Meeting (IMPORTANT)

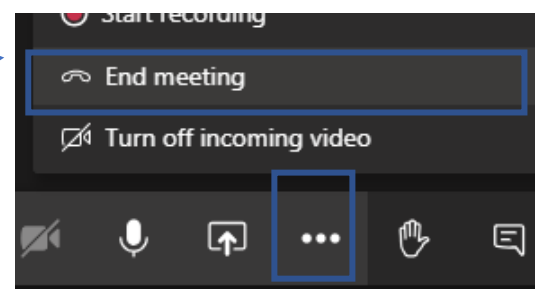
### How do I end the meeting?

1. Firstly, stop the recording – click on the three dots and select stop recording
2. **Please do not just click the red ‘hang up’ icon to close the meeting – you must END the meeting properly.** By hanging up, whilst *you* will have left, the ‘virtual room’ will remain open with students still able to chat to each other (obvious safeguarding issues). A bit like leaving the lesson in school whilst the students can be up to anything!

### How do I end the meeting properly to ensure all students can no longer access it?

Simply click on the three dots, click **end recording** and then click **end meeting**. This will shut the meeting completely and no one will be able to stay on or re-join.

**What if I forget and click the ‘hang-up’ icon?** – do not worry, just re-join the meeting, and then go back and end the meeting properly.



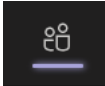
# Managing Behaviour in a Teams Live Session

In the event on any disruptive behaviour during a Teams live session staff should:

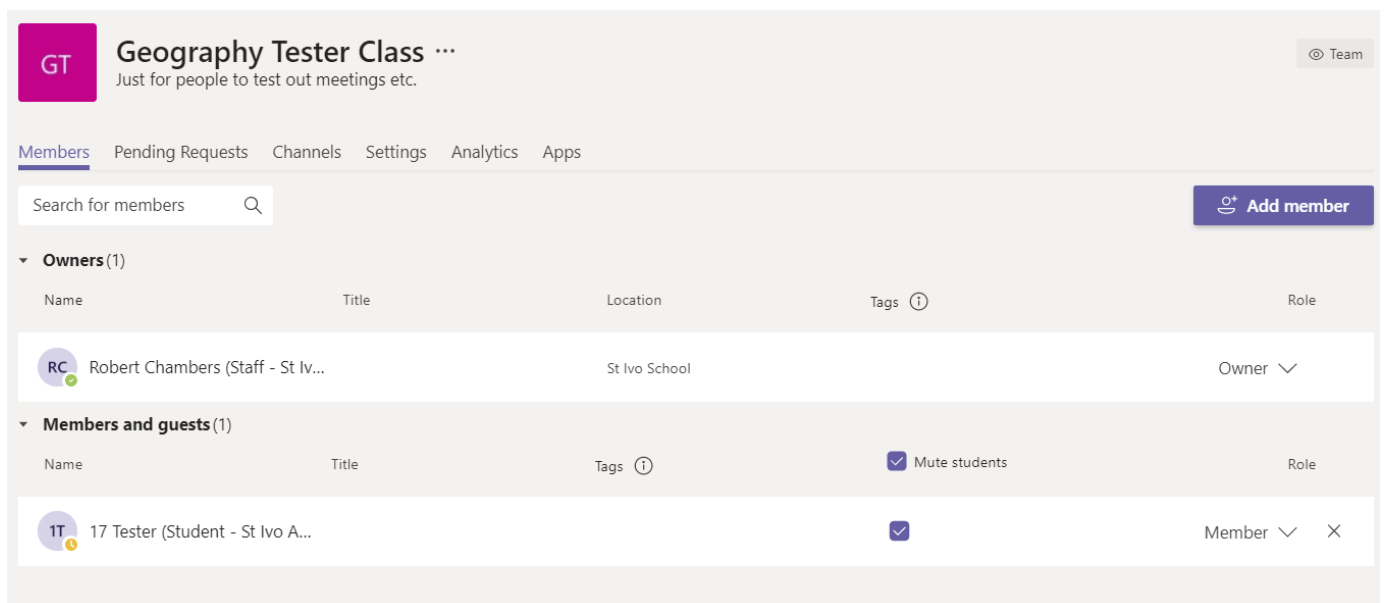
1. Issue a verbal warning / reminder about behaviour
2. Give a formal warning (as you would in class)
3. If no improvement, then remove the student from the meeting for the rest of the lesson and report the issue to the Head of Department, Head of Year and Student Support Assistant for them to be aware and action as required.

## MUTING STUDENTS / REMOVING STUDENTS FROM A LESSON

Should you need to either Mute a participant or to Remove a student from a meeting due to **Controlling Chat in the Teams Channel**

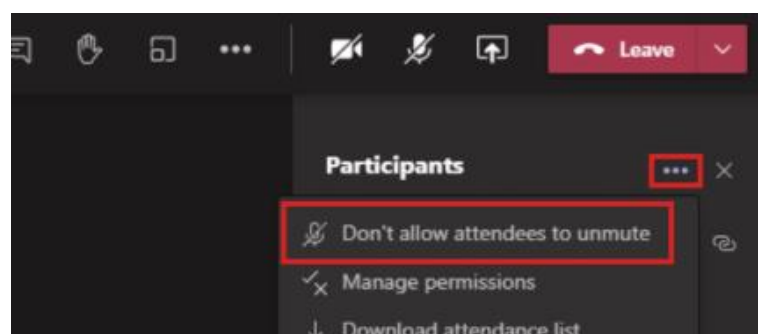
**(i) Muting Students from adding comments within a live meeting**  **comments in either Teams page or adding**

If you are in a situation where you need to mute certain students from writing replies on the team channel chat OR stopping them writing comments in the live meeting you can do this by clicking on the ellipsis (three dots) in the Class Team and select “Manage Team” – you will see the screen below. Click on Members and guests and simply tick the mute button of those students you wish to stop the chat options for. To unmute them come back at any time and un-tick the box.




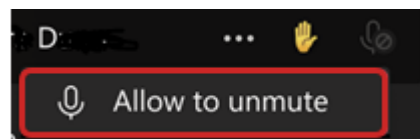
**(ii) Preventing students coming on the mic in a lesson without staff permission.**

Click on the Participants list then the ellipsis (three dots) and select the option “Don’t allow attendees to unmute”



(iii) **Allow specific students to unmute when they raise their hands** (this is currently not available on mobile devices).

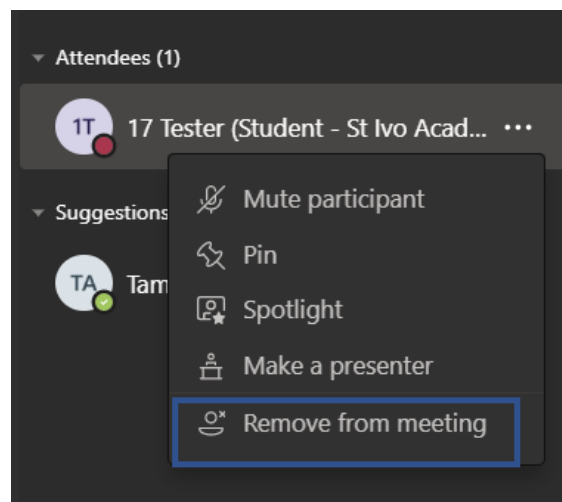
In your participants list – go to a raised hand – select the more options  and then select “Allow to unmute”



### **Removing a student from a meeting**

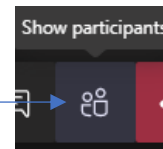
To remove a student from a lesson – simply click on the participant list and click on the ellipsis (three dots) next to their name and select Remove from Meeting (just make sure that you click on that and not on Make a presenter above it by mistake!!).

Students that have been removed from a lesson will not be able to re-join the lesson without going through the lobby – so whilst they may try and re-join – they can’t get back into the lesson until you let them via the lobby.

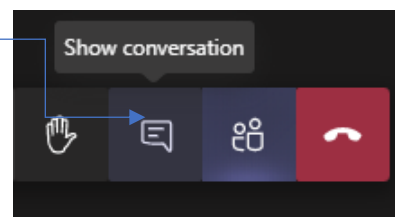


## PART 2 – Chat function, Asking Questions and Sharing Screen.

**Who is online?** - You can see which students are online by clicking on the **'people'** button which will bring up a list of participants. If students join part way through you will see a notification pop up at the bottom (*if you have allowed notifications*) which will tell you they have joined.

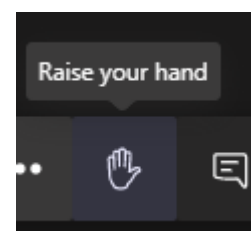


**Chat Function** - To use the chat function with students – click the **chat box** in the options bar (see picture opposite).

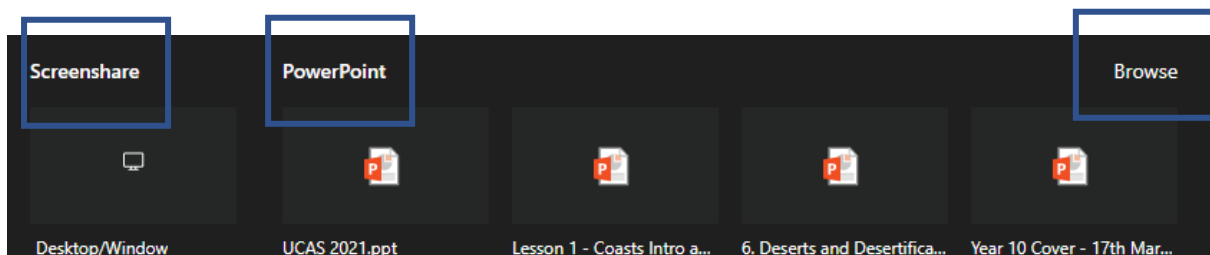
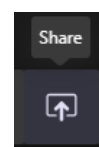


This will bring up the **chat** box where students can message you. You may find some students prefer to use the chat rather than their microphone depending on their level of confidence. The chat will be saved under the Teams home page so they / you can refer back to it after the meeting is over.

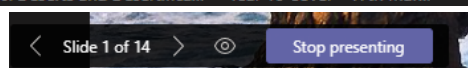
**Raising Hand** - If you have quite a few students on it can be useful for them to indicate that they want to ask a question rather than talking over you / others by using the Raise Hand function – again on the options bar. Sometimes they forget to lower their hand but as the presenter you can lower it for them.



**Sharing Resources** - To share / show resources you simply need to use the share button (*see opposite*). This will bring up the options below. You can share your desktop / window – However this will literally share your screen (*hence the importance of getting rid of all other documents / emails etc. before starting a call*), or if you already have a PowerPoint open these will show and you can select the relevant one, or you can browse your computer to find it.



To stop sharing a PowerPoint simply click on **Stop Presenting**.

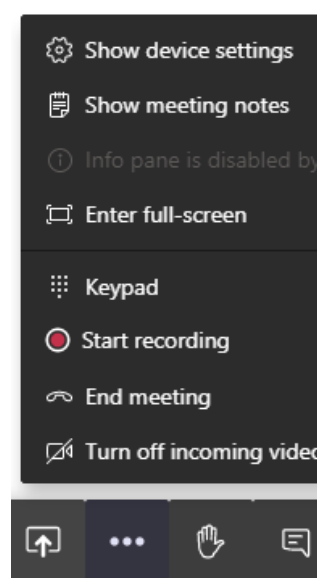
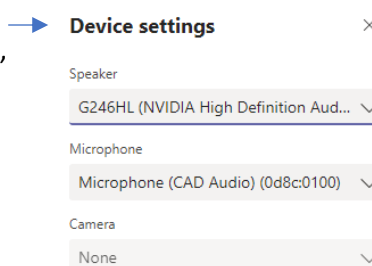


### TROUBLESHOOTING:

#### **Solving possible audio / microphone issues...**

If students can't hear you or they can't hear you it may just be that they / you need to change your device settings.

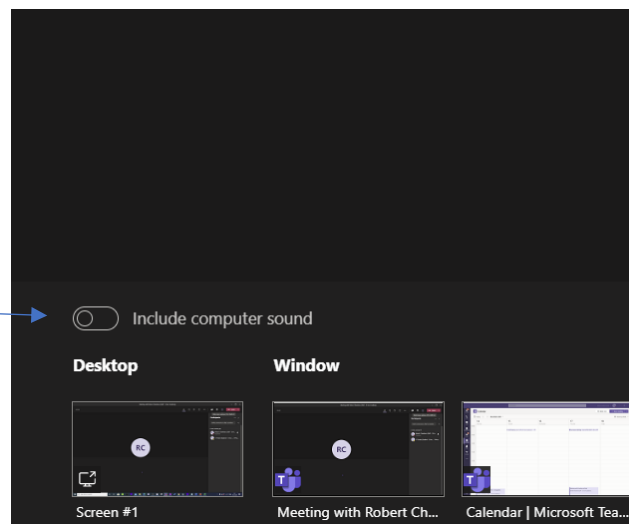
Click on device settings and you will get a side bar pop up with device settings for your speaker / microphone / camera – it may just be that the wrong device is selected, and you may need to change it for it to work.



## SHOWING VIDEO / SHARING AUDIO WITH YOUR STUDENTS.

**IMPORTANT** – if you are going to show a video clip or share any kind of audio clip / music / podcast etc. as part of your lesson, you must make sure you have enabled audio sharing by doing the following.

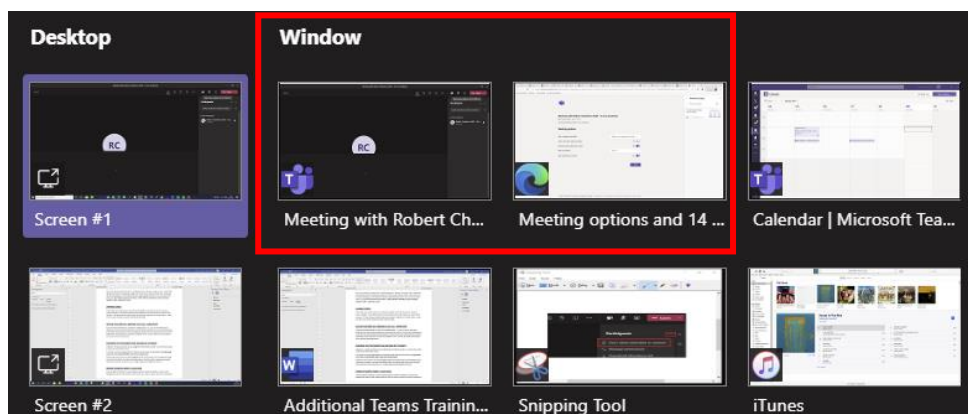
When you go to share your screen, make sure you select the “Include computer sound” option otherwise if you try and play a video, although you will hear it, the students will not.



## MAKING SURE YOU CAN STILL SEE CHAT WHILST SHARING A SCREEN

If you share your whole screen i.e. Desktop you will lose the ability to see the chat.

To make sure that you can still see the CHAT whilst you are sharing a document either share a window (which will share whilst still allowing you to see the chat) or for a



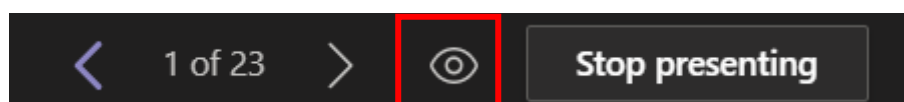
PowerPoint share it through the option of uploading the PowerPoint to teams (there is a browse button if you don't already have a PowerPoint open).

If that window includes audio (for example it might be a YouTube video in a browser) – make sure you click ‘include computer audio’ before sharing.

## CONTROLLING WHETHER STUDENTS CAN SCROLL THROUGH A SHARED POWERPOINT ON THEIR OWN

When sharing a PowerPoint through the option of uploading the PowerPoint – your students will be able to flick through the PowerPoint at their own pace going back and forth through the slides (you will not see this, but they will be able to do this at home) – this can be really useful for them as if they haven't quite finished a slide they can go on and it can help them work at their own pace if they need the PowerPoint for activities.

If, however you want to restrict them from being able to click on the Eye this will “Prevent students from moving through shared presentation on their own”. To give back permission – click on it again.



## USING POLLS

---

During the last lockdown period, some people found in live lessons with larger numbers of students, it was easier to engage students with some use of polls. Running Polls has now changed a little and you can do it through “Forms”. You can pre-create the polls in forms setting it up however you wish and then simply share the forms link onto the live channel chat for students to complete from there.

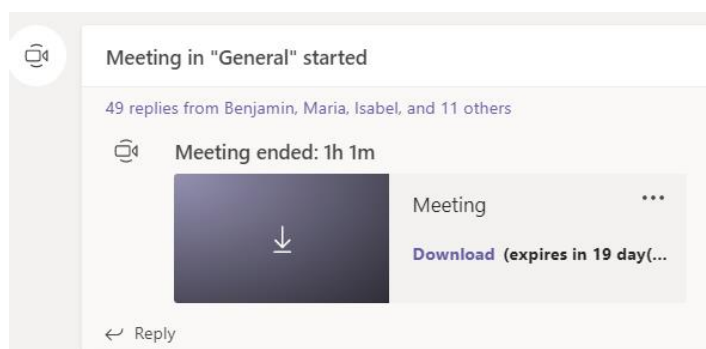
We are currently looking at other ways you could potentially do this on the Teams Channel and will update you with more details as we find out more. **For full help and support on Microsoft Forms visit this link [Microsoft Forms help & learning - Microsoft Support](#)**

## ACCESSING RECORDINGS OF THE LESSON

---

**RECORDINGS OF LIVE LESSONS** – the lessons recorded in teams will be stored in a Recordings folder in the Files tab for the channel (we are currently trying to get confirmation of this).

The Recordings are however easily available for students on the Team Channel – and will show as per example on the left (they expire after 20 days) so if you wish to download them for use for revision etc. please do so.



**TIP: If it appears that you can't see the video for a session – click back on the responses to the meeting chat so that the meeting chat opens up again and the video link should be at the end.**

**If you do a meet-now with other members of staff – e.g., for a Department Meeting, which isn't a meeting done through a particular Team/channel - the recording will be stored in the Recordings folder in the OneDrive directory of the person who started the recording.**

## SAFEGUARDING

---

### A reminder of key points regarding safeguarding when using Teams

- Never be in a situation where you are on Teams with just one or two students. Small groups should always have a second member of staff on the call.
- The full session must be recorded.
- The register must be taken.
- Students should only turn on their webcams and mics when directed, and this should be for a specific, time limited purpose.
- The chat function is disabled for 1-1 use and not to be used outside of the group.
- When delivering or supporting online sessions, staff should ensure that they are situated in a confidential, safe, and appropriate place, with no inappropriate objects or information visible in the background and where nothing can be heard in the background. Backgrounds can be blurred.
- Any safeguarding issues should be reported through CPOMS as usual.
- If you have a technical issue and are thrown out of a call (e.g., your internet goes down) and you cannot reconnect I think 5 minutes please contact David Thorpe so the meeting can be ended for you. Instruct students that, should then happen, they should wait 5 minutes for you with mics and webcams off, then after 5 minutes consider the lesson finished and leave the meeting.



## USING TEAMS INSIGHTS TO MONITOR ATTENDANCE

Insights in Microsoft Teams uses at-a-glance data view to help catch up on student's Teams activity, from assignment turn-in to engagement in class.

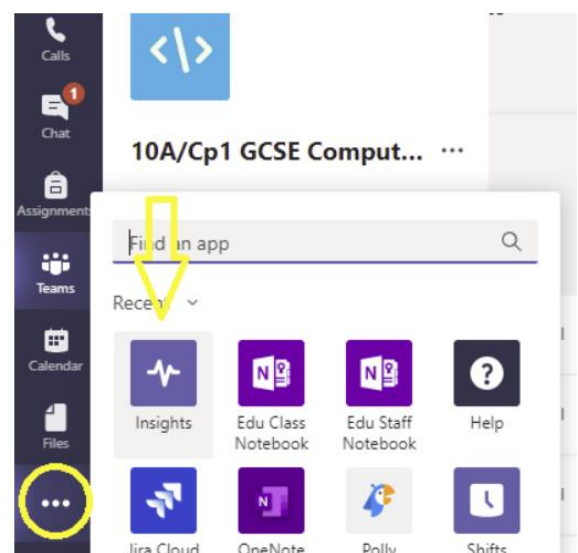
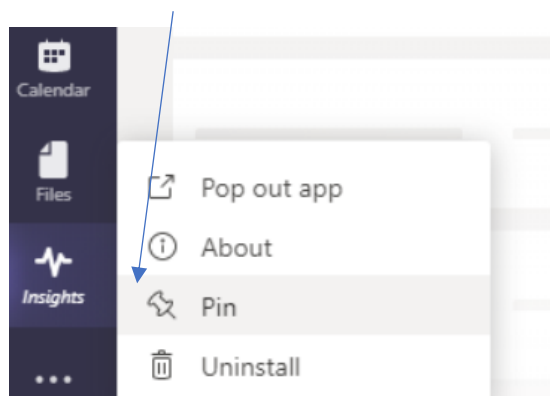
The Class Overview Dashboard provides the following information:

- Inactive students
- Active students per day
- Average time spent per day
- Meeting absence
- Missed Assignments

**IMPORTANT:** The expectation from Astrea is for all Class Teachers to monitor the activity in their classes on a regular basis and for schools to have a process in place for Class Teachers to escalate any concerns regarding Students Activity or Engagement to Pastoral or Senior Leadership Teams for further action. In addition, having Insights enabled allows for trust and school level overview of activities being completed.

Therefore, it is important that ALL staff add the Insights App to their own Teams account—unfortunately, this has to be done by individuals as there is not a way to set it across all teachers as default, **HOWEVER it only involves 3 simple steps and only needs to be done once – from then on it will be active and available when you log into Teams.**

1. Click on the three dots on the panel and then click on Insights (if Insights does not appear first time – search for it in the find an app box).
2. You will see that *Insights* will then be added to your left-hand panel – right click on it and click Pin. This will ensure that the app stays on your panel as a shortcut whenever you open Teams.



3. This will then provide you with a view of ALL classes through the Insights app.

**Please note that if Insights doesn't show on your toolbar immediately – you may need to go back to the click on the three dots at the bottom of the toolbar to see the Insights button and then pin it.**

Inactive students ▾



1. **Inactive students** – how many students had zero digital activity for that class (you can however over the pie chart to see who was inactive).

Active students / day ▾



2. **Active students per day** – this will show you students who attended meetings, added posts, replies or reactions in the team – you will see the average time the class spend on digital activity per day and opened / edited files and turned in assignments

Average time spent / day ▾

3h 14m

3. **Average time spent per day**

Meeting absence ▾



4. **Meeting absence** – this will help you track who was present to a lesson – In Insights a student is considered to have missed a meeting if they did not attend at all, or only for a short time (either less than 50% of the meeting or less than 30 minutes, whichever comes first).

**IMPORTANT – THIS WILL SHOW YOU WHO HAS MISSED A LIVE LESSON and should match the attendance information recorded on Go4Schools**

Missed assignments ▾



5. **Missed Assignments** – shows how many students didn't turn in at least one assignment due in the selected time frame.

**MONITORING AND REPORTING ABSENCE**

As above, the second person on any Live session should record attendance on Go4Schools using the following codes:

- (i) ON TEAMS – 1
- (ii) ABSENCE FROM TEAMS – 2

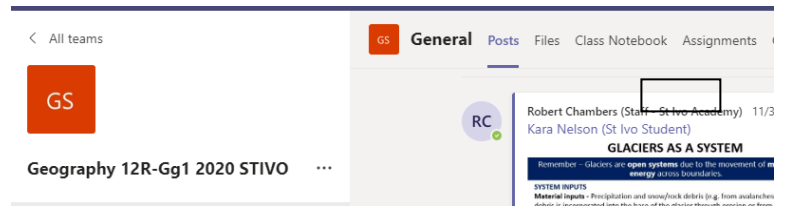
This will then make it easier for pastoral teams to look for 2's.

In addition, please pass on any concerns regarding completion of work etc using the normal methods (referring to the Head of Department, Head of Year and Student Support Assistant).

# SETTING ASSIGNMENTS FOR INDEPENDENT LEARNING

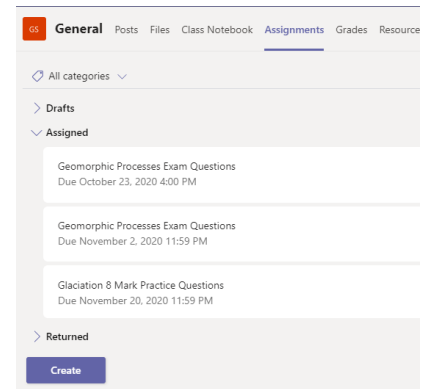
If you are setting an assignment instead of having a live lesson (eg KS3 practical subjects) it is important the assignment is set before the normal lesson time to allow students to stick to their normal timetable.

1. Select the TEAM (class) you want to set the work for and click on Assignments along the top of the feed.

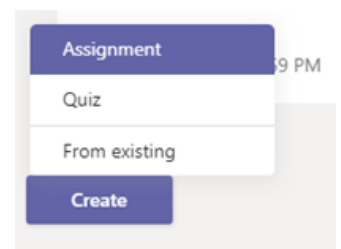


2. When you click on Assignments you will see the screen opposite – there are three sections:

- **DRAFTS** – any assignments that you have created but not yet set for students will be stored here.
- **ASSIGNED** – those assignment and not yet fully returned – will show here
- **RETURNED** – any past assignments that have all been marked and returned can be accessed here.



3. To create an assignment – simply click on **Create** and choose Assignment from the drop-down box. If you want to create a Quiz – use the Quiz option and this will take you to Microsoft forms. If you already have an existing assignment created for another one of your class teams – simply select “Form Existing” this will let you browse your other Team classes and assignments and select an existing one to set for this Team to save you having to recreate it.



4. Once you click on Assignment you will see the following screen where you can add the details of your assignment, the resources and due date.

**Self explanatory – add title and add the written instructions of the task you want students to complete.**

**Click to add resources e.g. PPT, Word docs etc. – you can upload from your computer, one-drive etc. or save them in your Teams files and link from there.**

**If the homework is going to be given a mark – e.g. out of 20 state that here.**

**These can be set up to help with assessing work (see additional links)**

**Either set assignment for all of class OR select individual students.**

**Due date and time due – you can select whether you will allow late turn-ins. If allow late turn-ins it will still say how late it was.**

**If you leave this as on – when you click assign – it will automatically post a notification on the TEAM to say it has been set.**

**If you want to create an assignment BUT students not to see it yet – then click SAVE – it will then be accessible in your drafts (under assignments) BUT students wont see it until you return to it and click assign.**

**If you want to set immediately – or have come back to a draft to set it, simply click assign. Students will now see the assignment.**

Remember (as shown in the diagram above) to actually set the assignment when you have finished you must make sure you have clicked assign (see screenshot on previous page) OR if you want to save it as a draft and not yet set it – click SAVE. This will then be available from the assignment tab under drafts for the future when you wish to set it.

**Here is an example of a completed one for an A Level class.**

Edit assignment

Cancel
Delete
Update

Title (required)

Glaciation 8 Mark Practice Questions

[Add category](#)

Instructions

Please have a go at the following three 8 mark exam questions. Remember to look at the command words carefully - rough out your ideas before you start and remember if you are stuck email me - have a think about what you would put it in then ask. Remember to apply your knowledge and understanding to the focus of the question - so in your answers to the first two questions I would expect to see you use the phrase the role of geomorphic processes somewhere - don't just regurgitate what you have been taught about corrie and erratic formation - frame your answer around the processes involved. I would start with a quick description of each for example and then start focusing on the processes responsible for them - with the corrie the sequence of formation will be important - but particular focus on the processes involved (i.e. nivation, plucking, abrasion, rotational movement, extending and compressing flow).

Question 1 - Outline the role of geomorphic processes in the formation of a corrie (8 marks)  
 Question 2 - Outline the role of geomorphic processes in the formation of erratics (8 marks)  
 Question 3 - Describe and explain the characteristics and formation of a drumlin (8 marks)

[Add resources](#)

Points

24

[Add rubric](#)

Assign to

Don't assign to students added to this class in the future. [Edit](#)

Date due

Fri, Nov 20, 2020

Time due

11:59 PM

Assignment allows late turn-ins. [Edit](#)

---

Settings

Post assignment notifications to this channel: General

### STUDENT VIEWS:

*This is a student view of a task without any resources..*

*This one is a KS3 one with resources..*

[Back](#)

## Glaciation 8 Mark Practice Questions

Points  
24 points possible

Due November 20, 2020 11:59 PM

Instructions

Please have a go at the following three 8 mark exam questions. Remember to look at the command words carefully - rough out your ideas before you start and remember if you are stuck email me - have a think about what you would put it in then ask. Remember to apply your knowledge and understanding to the focus of the question - so in your answers to the first two questions I would expect to see you use the phrase the role of geomorphic processes somewhere - don't just regurgitate what you have been taught about corrie and erratic formation - frame your answer around the processes involved. I would start with a quick description of each for example and then start focusing on the processes responsible for them - with the corrie the sequence of formation will be important - but particular focus on the processes involved (i.e. nivation, plucking, abrasion, rotational movement, extending and compressing flow).

Question 1 - Outline the role of geomorphic processes in the formation of a corrie (8 marks)  
 Question 2 - Outline the role of geomorphic processes in the formation of erratics (8 marks)  
 Question 3 - Describe and explain the characteristics and formation of a drumlin (8 marks)

Student work  
None

[Back](#)

## 4. Middle East Desert Climate

Points  
No points

Due December 18, 2020 11:59 PM

Instructions

Please complete the tasks on the following PowerPoint. Please upload any work - if it is on Word you can upload a word document - or you can take photographs of written work and upload as well. I will then provide feedback.

Reference materials

3. Middle East Desert Climate.pptx
 ...

Map to show the main climate types of the Middle East.doc
 ...

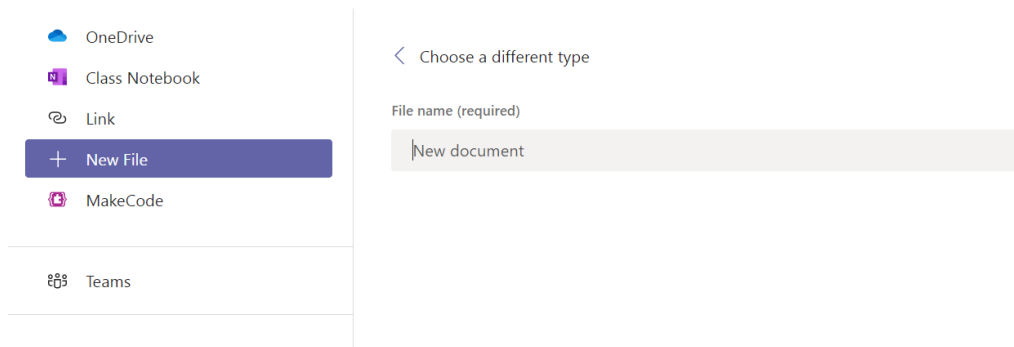
climate biome worksheet.doc
 ...

Student work  
None

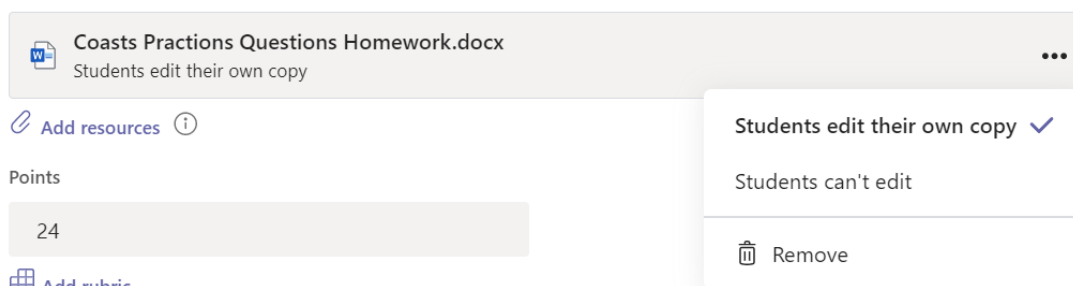
## IMPORTANT: PROVIDING A WORKSPACE FOR STUDENT WHEN SETTING AN ASSIGNMENT

If you want students to turn in written work or be working on questions as part of a lesson – e.g., answering questions, an essay etc. – then it is best when setting the assignment to add a blank Word document which students can work in (if you do this – it is also possible to then view their work live if they are working on it during the lesson). This will mean that the student will automatically be taken to word to do the document when they work, it will also make it much easier for them to hand it in.

To do this – when setting the assignment click on “Add Resources” and then select the document you want to add – e.g., Word Document or PowerPoint Presentation – then give your document a name (e.g., Year 9 Geography – Deserts Assignment Questions).



**IMPORTANT** – you must give students ‘editing rights’ – once you have added the document click on the three dots and select “Students edit their own copy”



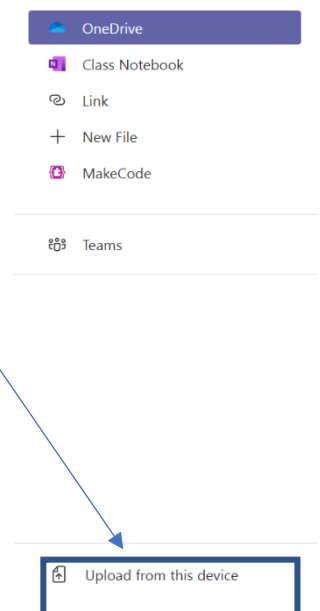
**You could also add a worksheet that you might want students to complete on the worksheet itself.**

**Important – to have a document on your assignment that students can edit – you must have it saved in the correct format which is doc.x**

If in school or at home using Windows 10 click SAVE AS and chose the top option format (**just make sure it does not say Word97/2003 as that is the wrong format**). Another way round it if you are really struggling with this is add a New File to the assignment (using instructions in booklet) – this will automatically create a .docx file and then simply copy and paste the content from your file into this one – it might change format slightly but not a lot.

This time – when you click ‘Add Resources’ You can either upload directly from an area on your computer (e.g., from projects) – **by clicking on “Upload from this Device”** (this is at the bottom underneath all the others and can be easily missed if you don’t know where to look). Or, if you are using your OneDrive, you can upload directly from there (to add documents to your OneDrive see Appendix 2 for instructions).

Either way, navigate to the file that you want to upload for students – **you will again need to make sure that you change the properties so that students can edit their own copy.**

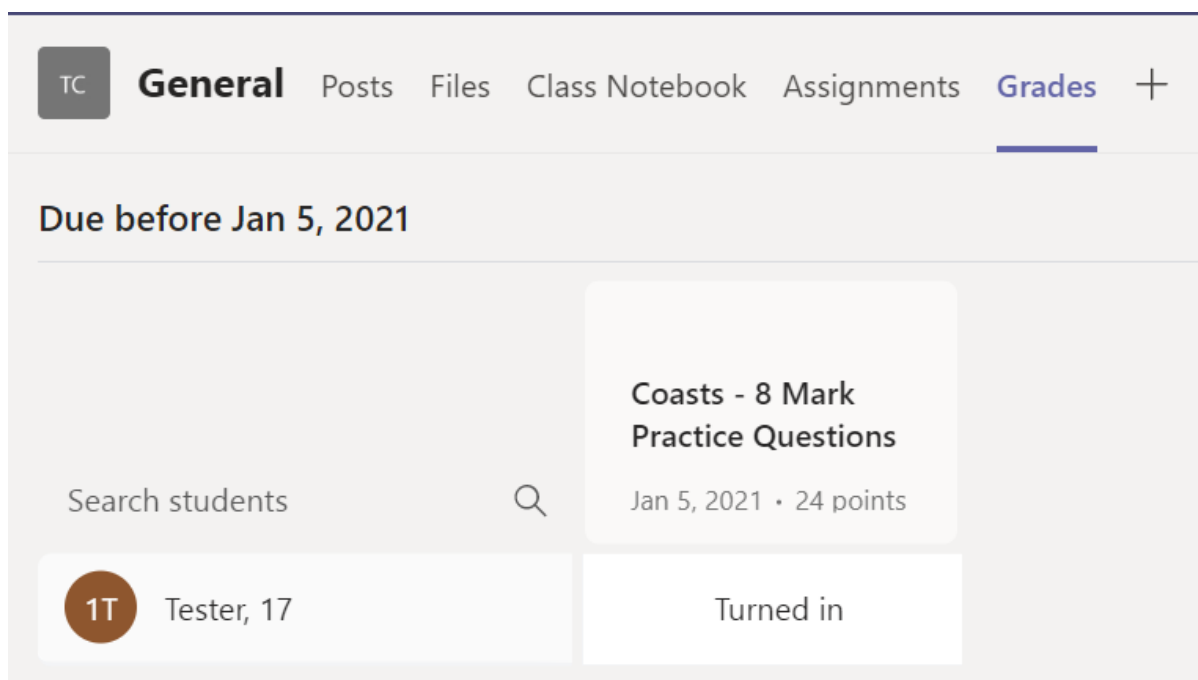


## MONITORING STUDENTS WORK DURING A LESSON

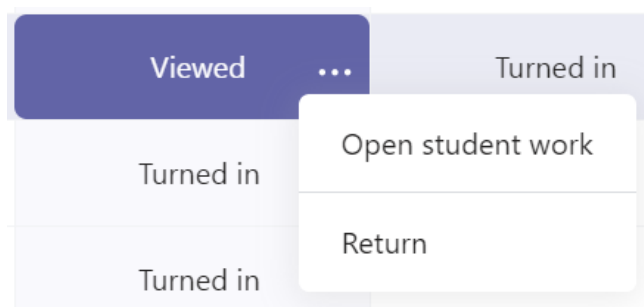
If you have set an assignment as part of a lesson – and you have included a document for students to work on, for example you might have introduced the lesson then you want students to be working on some questions – it will be possible for you to monitor who has started / not-started work and also have a look at what they have written as they will be working on the documents you attached live.

To do this...

1. Go to your Class Team.
2. Click on Grades – you will see a list of students and next to their name under the assignment there will be one of three statuses.



1. NOT TURNED IN – this would indicate that a student hasn't even opened the worksheet and so hasn't started the work or viewed it (this might mean they need help or might mean they just aren't getting on with what they should be).
2. VIEWED – this would mean that the student has opened the document and if they have been asked to work on it during the lesson it is likely they are working on it live. Click on the three dots and select Open student work – this would enable you to then see them working on the document live – it would mean you could give feedback on their document live if you wanted to.
3. TURNED IN – means that they have finished their work and returned it to you for marking (see sections on marking on Teams).



## Setting the same Assignment for Merged Classes

Some classes are being merged temporarily for the online learning. Where this is the case we would suggest that the Assignments that are set are set by each individual teacher on the original class team.

The reason for this is that once classes are 'unmerged' students who were added to the original group would then lose any access to work they had done as part of that class team.

The following instructions will show you how all teachers of classes that have been merged can easily set the same assignment.

1. The Lead teacher (owner of the main Class Team that is being used for the merged lesson) – should set the assignment as per the instructions above.

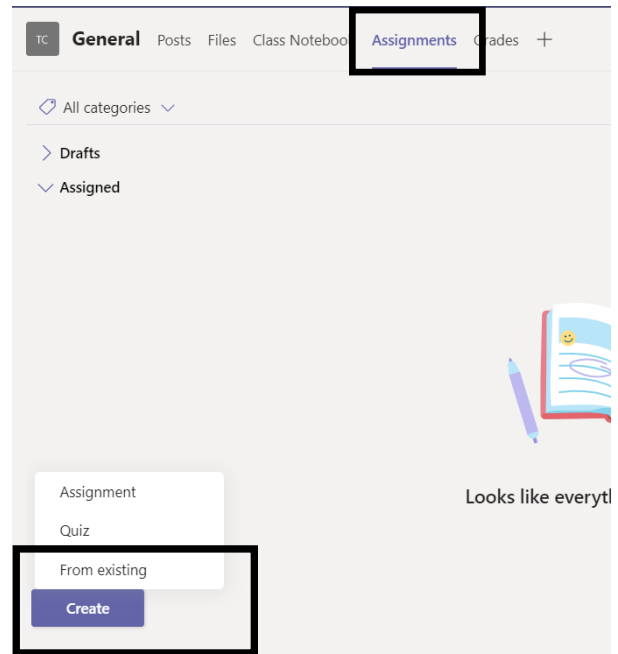
2. Those staff whose classes have merged should then go to their original class team and click on Assignments and then click the 'Create' button and select "From Existing"

3. You will then be given the option to select a class to reuse an assignment from. Select the 'lead class' that is being used for merging students and click Next.

Choose a class to reuse from.

Search classes

- St Ivo Student Test Class
- St Ivo - Year 13 Team
- Geography 11A-Gg1 2020 STIVO
- Geography 13P-Gg1 2020 STIVO
- Geography 12R-Gg1 2020 STIVO
- Geography 10D-Gg1 2020 STIVO
- Geography 13S-Gg1 2020 STIVO
- Geography 9N-Gg1 2020 STIVO
- Geonranhv 9S-Gg2 2020 STIVO



4. You will then be giving a list of assignments that have been set for that class. Select the assignment you want and click 'Next'

Find an assignment to reuse.

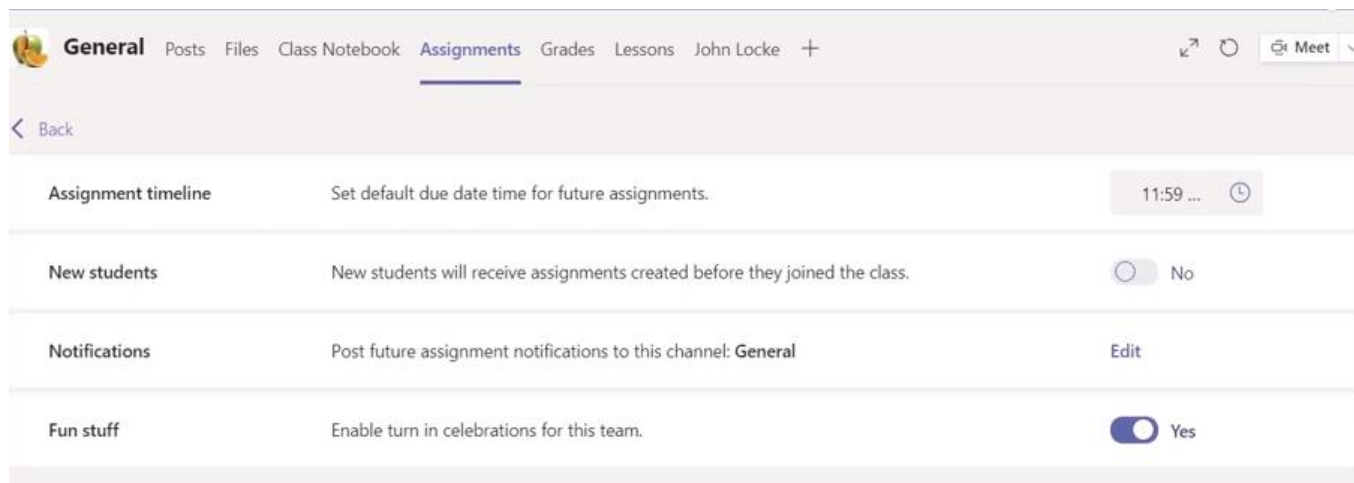
Assignment title	Due date
Index of Multiple Deprivation activity	Jan 3, 2021
16 Mark Question - Role of Geomorphic Proces	Dec 4, 2020
Representations of Place Exam Practise question (...)	Nov 26, 2020
<b>Glaciation 8 Mark Practice Questions</b>	<b>Nov 20, 2020</b>
Geomorphic Processes Exam Questions	Nov 2, 2020
Year 12 Glaciation - Knowledge Recall Test 1	Nov 2, 2020
Geomorphic Processes Exam Questions	Oct 23, 2020
Year 12 Glaciation - Knowledge Recall Test 1	Oct 16, 2020
Movement of Glaciers	Oct 9, 2020

5. The Assignment structure will now appear in your Team – alter the deadline date for whatever it should be. Check the rest of the details and when you happy – click 'Assign' – this will ensure that your students have access to this assignment in their original team.

**IMPORTANT** - please make sure within the lesson, if you are referring to an 'Assignment' that students are told to select their **original class team** from the list to do the assignment. This is important as those who have 'merged' will still see the assignment in their 'new' class – but it is important that they do it from their original class team / submit any work from their original class – as if not when the classes are unmerged their work will be lost.

## ADDITIONAL OPTIONS FOR WHEN SETTING ASSIGNMENTS

When you click on Assignments at the top of your Team – on the page where you have options, for Drafts, Assigned and Create you should see an ellipsis (three dots) in the top right hand side of the page. Click this and choose “Assignment Settings” this will bring up the screen below.

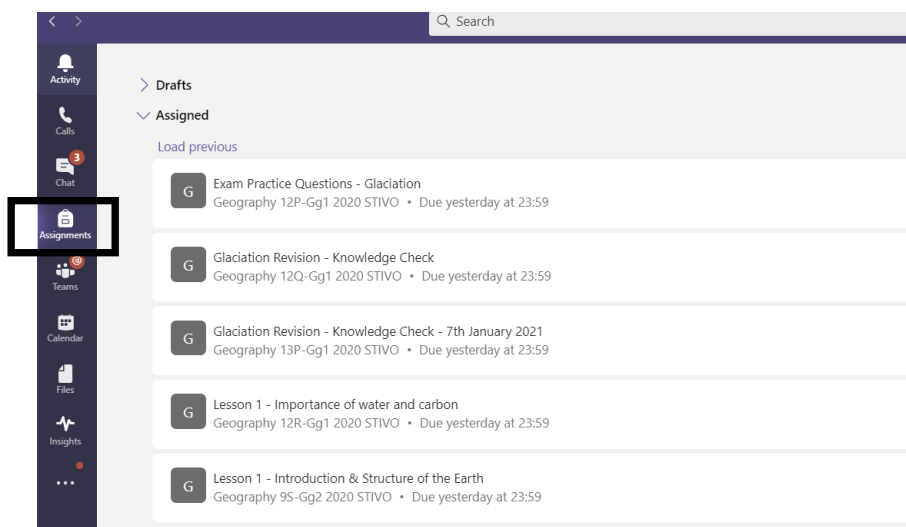


1. **ASSIGNMENT TIMELINE** – you can change the due date to a default date time that you want for your assignments to save a little bit of time.
2. **NEW STUDENTS** – this is a particularly useful one and definitely worth setting to on. If you have a new student that is added to the class – if you turn on “Yes” then when the new students joins they will automatically have access to the assignments that had been set before.
3. **NOTIFICATIONS** – you are less likely to use this unless you start to make more use of channels – if you do so then you can basically alter which channel notifications go to. For now the default is probably what we will all want.
4. **FUN STUFF** – as a bit of fun you can add turn in celebrations which are little animations that will show on the student’s screen when they turn in their assignments if you wish.

**You will need to set the Assignments Settings you want for each class / Team separately, but you will only need to do it once – then you can come back at any time to make changes.**

## How do I see all the assignments I have due across all my Teams?

Simply click on Assignments in the Left-hand tab of Teams, rather than being in an individual Team – this will show you all Assignments from across your Teams.





## Accessing the work to Mark.

In your team, click on Grades at the top and you will see a similar screen to that opposite.

Search students	Glaciation 8 Mark Practice Questions Nov 20 · 24 points	Geomorphic Processes Exam Oct 23 · 16 points	Year 12 Glaciation - Knowledge Recall Oct 16 · 33 points	Movement of Glaciers Oct 9 · 23 points
SB		11	30	14
MC		14	28	
KD	Viewed	10	30	16
JD		7	30	17
GD		6	30	17
MF		6	31	13
BM		6	26	10
DM	Viewed	11	30	14
LO	Viewed	13	33	
IP	Viewed	3	18	14
AR		Turned in	25	15

Annotations:

- Indicates that student has actually clicked & viewed work (points to 'Viewed' status for KD)
- Mark book is automatically populated when you add mark on an individual assignment. (points to the '14' mark for MC)
- Indicates that work has been handed in and is ready to mark. (points to 'Turned in' status for AR)
- Student names appear here. (points to the student initials column)

5. If work has been completed and handed in – it will say “Turned in” - To open and mark work, please click on ‘Turned in’ in the mark book.

AR	Amelia	Turned in	25
HS	Harry	Viewed	3
CT	Conor		11

Contextual menu for Amelia (AR):

- Open student work
- Return

## MARKING THE WORK

1. You can mark work in a number of ways:

- Simply print the work and mark as you would normally do to return to students
- If it is a word document then you could **if you want** use track changes and insert comments. OR you can simply add notes into the feedback box on the right of the screen. Likewise, if students have uploaded photographs etc. of work – you can write your feedback in the box. If your assignment had marks allocated to it – put the mark in the points section and this will automatically transpose across into the grade book.

**Important if you do mark online or have added comments in the feedback box for students you MUST click return to student before they will see your marking – this means you can stop and come back to it if you are halfway through as students will not see it until you ‘return’ it to them.**

**Example below – is A Level work**

esses exam questions.docx

Insert Layout References Review View Help Open in Desktop App Tell me what you want to do Reviewing Comments

Calibri (Body) 11 A A B I U [Color options]

**If students submit as a word document you can open in Teams and mark – you can use Track Changes and/or – add Comments – this is particularly useful where you want students to reply and can get really good dialogue going – particularly for GCSE / Alevel**

**Students can easily respond to your comments...**

**You can general feedback here or if students have submitted a photo / pdf which you can't write on directly – you put your feedback here**

**Once you click RETURN – students will then be notified you have returned their work and will see their mark and feedback.**

**Simply put the points (if a mark is required) in here and this will go across to your mark book.**

**Explain the influence of geomorphic processes in the formation of a roche moutonne (8)**

One influencing geomorphic process in the formation of a roche moutonne is the movement of the ice and the transport of material. The formation of a Roche moutonne comes from the movement of ice over masses of resistant rock. The movement of the ice is crucial for the formation as this is the driving force for many of the other factors and is what allows the other processes to occur. A roche moutonne forms at a warm based glacier as this allows the process of basal slippage and required movement. The ice has to be moving so it can travel over the mass of rock and carry out the other processes. The process of basal slippage and regulation slip is crucial so the ice can move up the side of the mass of rock allowing the other processes such as abrasion to occur from the geomorphic process of transport material, creating the defining characteristics of a roche moutonne such as striations and groves from the abrasion. The geomorphic process of transportation is influencing the formation of a roche moutonne as it supplies the movement of material for the erosion process of abrasion but also the carry away of material from the area.

Another influencing process in the formation of a roche moutonne is the process of erosion and weathering. These processes help and work hand in hand for the formation of a roche moutonne. The main erosion process on the upside of the mass of resistant rock (stoss) is abrasion and this is the process of rock flour and other material being transported on the underside of the glacier scraping the resistant rock and wearing it away. This influences the formation of a roche moutonne as it creates the of the smooth upside known as the stoss. The geomorphic process of weathering and erosion process of plucking is crucial for the formation of a roche moutonne and the defining characteristics of the jagged downside known as the lee. Where weathering processes such as freeze thaw and frost shattering have pre-weakened the rock by water expanding inside and around the rock increasing the pressure causing breaks, this then allows forcing cracks apart the process of plucking will be more effective to occur. This is because as the previous meltwater caused by basal slippage moves over the mass of rock the pressure decreases and so the water refreezes in the fractures in the rock caused by the weathering and becomes a part of the glacier. And so, as the glacier continues to move the sheer force causes these fragments of rock to be ripped out and transported away, leaving behind the jagged downslope.

Robert Chambers (St Ivo A...): "I would start by making it clear what a roche moutonne is / what the shape is like - can you describe it?"

Maxwell: a roche moutonne is a mass of resistant rock that protrudes from the base of a v shaped valley. It has a smooth upside known as the stoss and a jagged downside known as the lee.

Points: 14 / 16

Return

Feedback: STRENGTH – well done Max – a great effort – very good knowledge and understanding shown of geomorphic processes and how influence landform development. You have also made a really good effort to pay careful attention to the command words / focus of the

## Use of Rubric for marking..

Use of a Rubric has got great potential for many subjects and can easily be set. This basically involves setting up a series of criteria. You can set a grade balance for the rubric so once you select the criteria and select what has been achieved the student work will be marked and the student will see what they achieved and what they would have needed to have done to get higher marks.

There is a useful video to watch here “Rubric Grading Criteria in Microsoft Teams”

<https://www.youtube.com/watch?v=Fb9tycZlXv0&feature=youtu.be> which goes through how it works.

There is also a very good article which explains in detail the process and what students can see here

<https://www.tonyishere.co.uk/rubric-grading-criteria-in-microsoft-teams-assignments/>

### EXAMPLES:

English Creative Writing 100 points possible

creative, ideas and style is refreshing and imaginative. Talented writing.	creative, some new and imaginative ideas. Good writing.	creative ideas but style is mostly uninspired.	creative ideas and an uninspired style.
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Spelling and Grammar

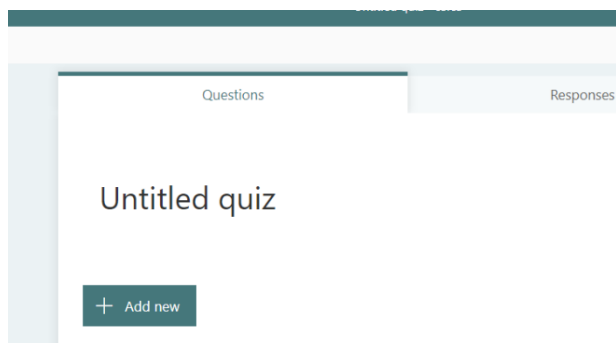
Excellent 4 points Proper use of spelling and grammar is employed consistently throughout the writing assignment.	Good 3 points There are a few spelling and grammar errors, however it does not take away from the overall quality of the writing	Fair 2 points Poor spelling and grammar muddle the overall effectiveness of this piece.	Poor 1 points There are so many spelling and grammar errors that it is difficult to comprehend the meaning.
--	---	--	--

Download as csv Close

We would suggest the RUBIC USE Is something for future thinking when Teams is used more regularly for setting assignments rather than worrying about this for just the one-week initial staggered start learning – unless you are a TEAMS wizard and know what you are doing!

## CREATING A QUIZ IN TEAMS USING MICROSOFT FORMS

1. Go to Assignments – click Create and then select Quiz
2. Select which class you would like to create an assignment in and click Next
3. You will then have a choice to either pick up a form you have already created using FORMS (which you can access separately through the 9 dots in the top left-hand corner of your 365email) OR which is more like click **+New Quiz** at the top of the screen.
4. This will take you through to the main Forms Area where you devise your quiz questions and set responses.



5. When you click add new – you will find you have the following choices.



You will mainly want to use Choice (multiple choice / True and False) or Text (Free text answers)

5. From here it is quite self-explanatory – for example see below for a multiple-choice question.

Make sure you add in how many points the question is worth.

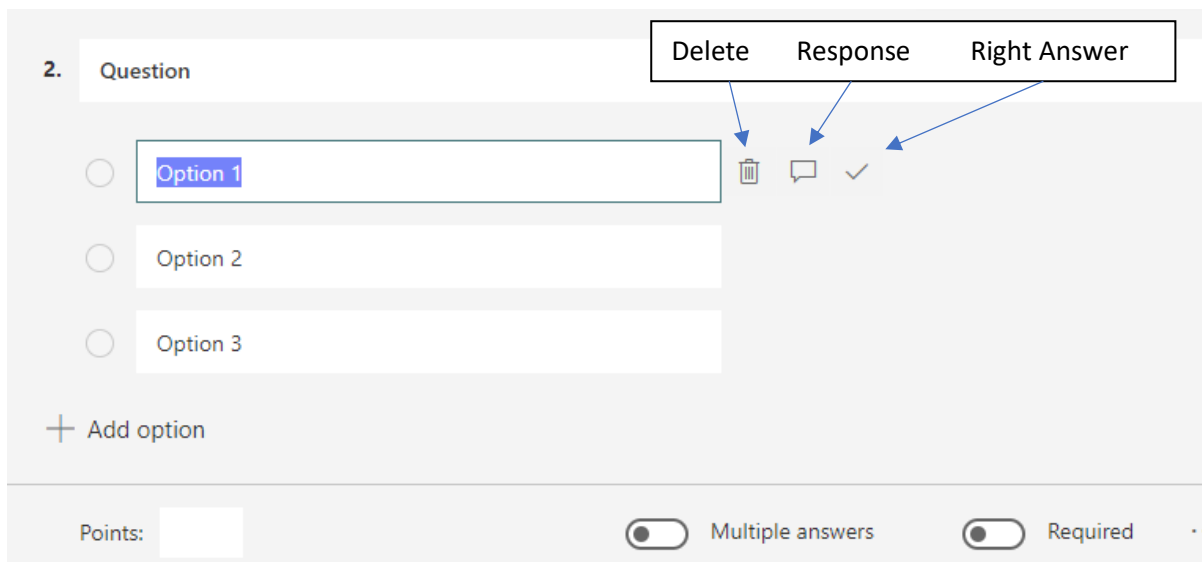
Add more possible answers

Add images if you wish.

If there are two or more correct answers select this

Determine whether students can leave it or not.

- Adding responses – when you type in an option – as you click on the option you will have three options come up by the side...

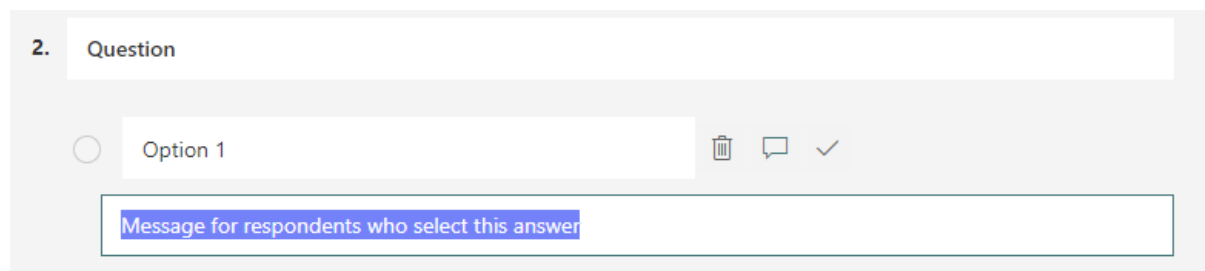


Make sure you have indicated by the right option which is correct by clicking on the tick – otherwise it will not be automatically marked by the computer.

Response – this enables you to give feedback for when a student selects a particular option.

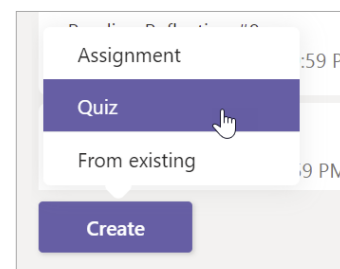
- This could be a 'congratulations – this was correct' or
- Could be a response explaining their error and what they should have said.

This helps make this quite a powerful tool for providing automatic formative feedback!

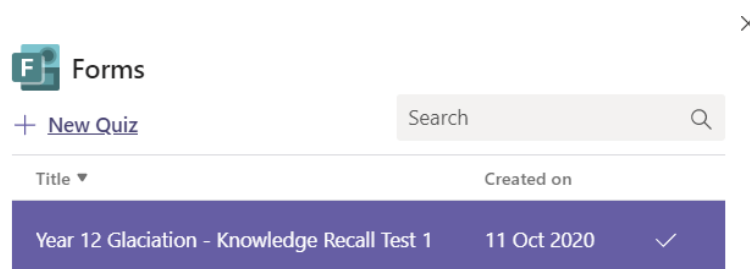


### To set the quiz to students:

- Go back to select the class team for whom you want to set the quiz.
- Select the Assignments tab, click on create and then select quiz





- This time select the quiz you have created (you may need to search for it in the search bar.)

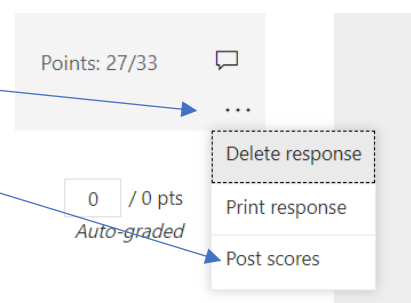


- Once selected it will appear in the assignment under resources – enter the rest of the assignment settings and then select Assign.

- Students will be able to complete the quiz and you can grade it in Teams. If you have added points for a multiple-choice quiz – then forms automatically calculates the points earned.

## Grading Quizzes / Returning Feedback.

- Select the assignments tab and then select your quiz
- In the To return tab you will see all students who have been assigned the quiz and whether they have viewed, Not turned in, or Turned in.
- If a student has Turned in by their name – click on this and you can review their quiz.
- You can move from question to question. Any multiple-choice questions will be marked – but you can add in any extra points for any free-text or add extra credit where needed.
- If you have not used the feedback option when you set the quiz, you can click on the comment box for a particular question and leave feedback – for example if there was a free-text response – you could leave written feedback for it. 
- To provide an overall comment – click on  at the top of the quiz .
- To post a student's score and return their graded quiz with feedback – click on the three dots at the top of the quiz (under the comment button) and click on Post. Students will then be able to see and access their quiz / feedback and it will show in the Returned tab.



## An overview of the feedback screen:

Saved Review next

Review: Year 12 Glaciation - Knowledge Recall Test 1 (Geography 12Q-Gg1 2020 STIVO)

**People** Questions

<  > Time to complete: 09:14 Points: 27/33 🗨️

1. Please type Today's Date (this will help you see progress when you sit this again in the future) 0 / 0 pts  
Auto-graded 🗨️

05/11/2020

2. What is the name of the current interglacial? 1 / 1 pt  
Auto-graded 🗨️

Holocene ✓

Oligocene

Eocene

3. The last glaciers retreated from Britain about 20,000 years ago 1 / 1 pt  
Auto-graded 🗨️

True

False ✓

Leave overall Comment for the student's performance in the Quiz as a whole.

Provide comment on a particular question

Change / amend points / add points if a free-text question.

There is a really useful video here which goes through the whole process of creating and grading a quiz in Microsoft Teams [How to create a quiz in Microsoft Teams - YouTube](#)

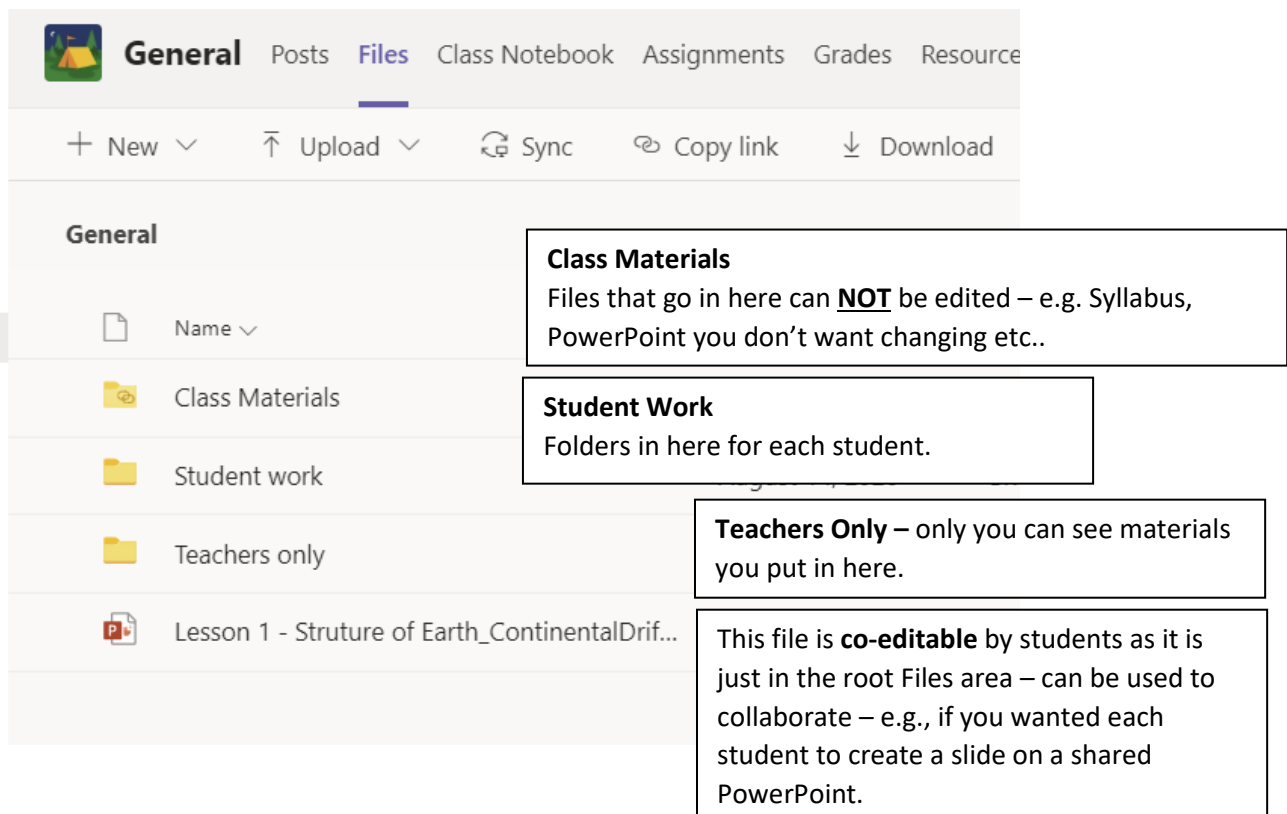
## SHARING FILES WITH A CLASS TEAMS

---

### Where should you share files with a class?

**Class Materials folder** – this is where files that CANNOT be edited go. Students can obviously download and re-save the files and edit them, but they cannot edit the originals in the Class Materials folder – it is Read Only.

Files that go just in the root folder of the Files area or in a new folder in Files that you do not change the access setting for will be collaborative so students can co-edit. Anything you create in the root files folder will be accessible and editable to all – this means that you could for example with a sixth form group collaborate on creating a model exam answer for example – you could work on this live with students adding in bits.



The screenshot shows a file management interface with the following elements:

- General** (selected tab) | Posts | Files | Class Notebook | Assignments | Grades | Resource
- Actions: + New, Upload, Sync, Copy link, Download
- General** (folder name)
- File list:
  - Name (dropdown)
  - Class Materials (folder)
  - Student work (folder)
  - Teachers only (folder)
  - Lesson 1 - Struture of Earth\_ContinentalDrif... (file)

Callout boxes provide the following information:

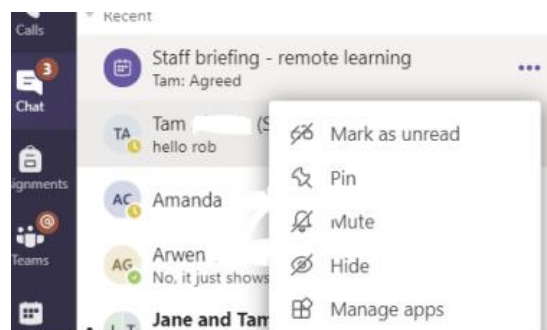
- Class Materials**: Files that go in here can **NOT** be edited – e.g. Syllabus, PowerPoint you don't want changing etc..
- Student Work**: Folders in here for each student.
- Teachers Only** – only you can see materials you put in here.
- This file is **co-editable** by students as it is just in the root Files area – can be used to collaborate – e.g., if you wanted each student to create a slide on a shared PowerPoint.

The **RESOURCES** tab is a different area which is to be developed as a department – HoD will get further information about this and it will be for HoD to decide how to structure this as they want. (Further info to come shortly)

## FREQUENTLY ASKED QUESTIONS

### I am getting lots of notifications from staff chats that I am no longer part of how do I mute these?

Click on Chat on the side toolbar. Right click on the chat you wish to mute and click mute. If you wish to later get notifications you can do the same thing and unmute.



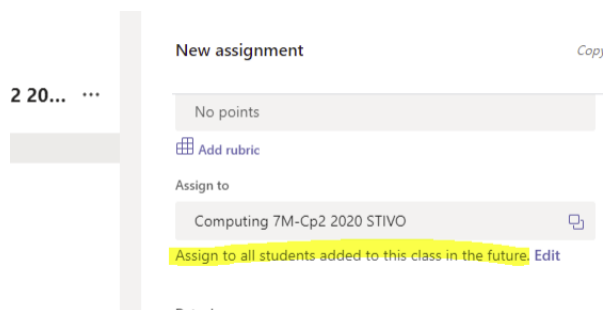
### How can I make a 'practice' call with a colleague to practice sharing screen etc. which wont show to my students?

- **IMPORTANT** - Please **do not** do a 'meet now' in your actual class, especially out of school hours and in your actual class as students can then join.
- If you plan to practice with a colleague, please do this by calling them directly one to one (**so use the calls function from the Teams tool bar – search for your colleague's name and then select the video call option.** You can do all the same meet now functions by calling a colleague directly using the call feature as this is the same as a meet now.

### Why might it be that a student can't see the assignment whilst the rest of the class can?

The likely reason is this might be someone that was added to the class after the assignment was set. Students who join after an assignment is assigned will not be able to see it, so please ensure you have changed this setting by clicking Edit and choosing 'Assign to all students added to this class in the future'. This is when setting up assignment.

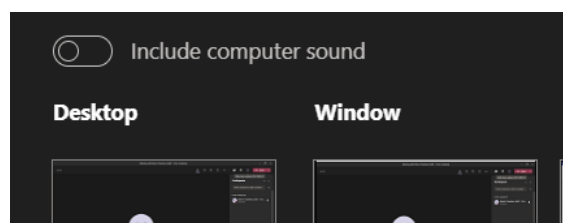
If you have already assigned the work, you can go back into it and select 'Edit Assignment' to change it for that assignment.



### Students cannot hear the audio when I'm playing a video

Make sure that before you share a screen to show a video you must click 'include computer sound' in the share box before you share your window / screen.

If you forgot – simply stop sharing screen – allow the 'include computer sound' button and share the screen again.





**Some students cannot hear the audio when I'm playing a video / Video playback is 'laggy' for a student**

Sometimes simply telling them to leave and then rejoin a lesson / live meeting can be enough to sort this out. Get them to try this first. If they can hear you speaking to them, and others in the meeting can hear the audio – it is likely a leave and rejoin might sort the issue. Otherwise, it might be a settings option on their computer (they can access device settings from the ellipsis (three dots) at the top of their live meeting screen).

**I have uploaded a document to assignments, but I don't have an option to make it editable by students – why is this?**

The most likely reason is that your document is not in the right format! To have a document on your assignment that students can edit – you must have it saved in the correct format which is doc.x

If in school or at home using Windows 10 click SAVE AS and chose the top option format (**just make sure it does not say Word97/2003 as that is the wrong format**).

Another way round it if you are really struggling with this is add a New File to the assignment (using instructions in booklet) – this will automatically create a .docx file and then simply copy and paste the content from your file into this one – it might change format slightly but not a lot.

**What if a student is using a merge code to join a class they should not be in? – you can easily stop this from happening**

Once all students have joined your merged classes – you can disable the code so no-one else can join – to do this:

Go to Team Channel, click three dots – click Manage Team – Settings – and go to code – underneath the Microsoft Teams Training 2021 existing code – there will be a remove button. Click remove and the code will disappear – the students who have merged already will stay – but no-one else will be able to join. ***If you need someone to join later – either add them manually or if you need large numbers to join - regenerate a code.***

**I have a student who should be in my class / team but hasn't got access to it and they aren't on the member list – what should I do?**

- There may be some students who have changed groups since SIMS transferred students across in the summer. So, if a student has gone from North Side to South Side between September to now, they may not be appearing in your class
- If you are missing any students simply add them as a student just like you added a teacher. Click on 3 dots, Manage Team, Add Member, Select Students, Type in name and click on student.
- You may well have names that spring to your mind that have joined either as a new student or mid-way through the Autumn Term they will not be on your team and you will need to add them (using the instructions above).

Please also let David Thorpe know.

## Possible parental questions (if you receive an email)

### What is my child's email address and login details?

Student email addresses are the same login username for their computing lessons followed by @astreastivo.org and the password is the same one they log on to the computers with. If they do not remember they must email david.thorpe@astreastivo.org (eg a Y7 student called David Smith would be 20davsmi@astreastivo.org as they changed in 2020, Year 8 would be 19davsmi, Year 9 18davsmi and first 3 letters of first name followed by first letters of surname)

### We do not have Microsoft Office on our laptop, what should we do?

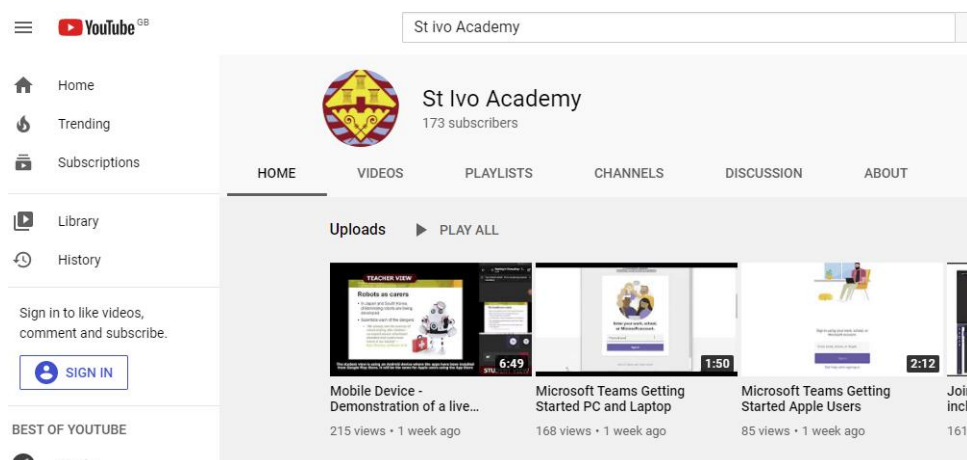
- Students were shown in their computing lesson (if KS3) how to access word and PowerPoint online. Once Microsoft Teams is installed on their computer, they can complete word documents and other work within teams, they will not need Office as a separate software package
- If on a mobile device such as Smartphone or Tablet, they need to have Microsoft Office and Microsoft Teams installed from the app store of their device. Help videos are on the school YouTube channel under this play list below Microsoft Teams Training 2021

### Where do I get all the apps from?

- Point them to our school YouTube channel. They will have access to student training videos on how to install apps and which ones to install

- PC or Laptop: Only need to install Microsoft Teams

- Mobile Device Tablet or Phone: Install Microsoft Teams, Microsoft Office from App Store or Google play store



[St Ivo Academy - YouTube](#)

### My child cannot see any classes on their Teams

- Reassure them, take student name down and pass on pastoral team. Inform them that their classroom teachers will be informed, and students will be added as a matter of urgency.

# TIPS AND TRICKS

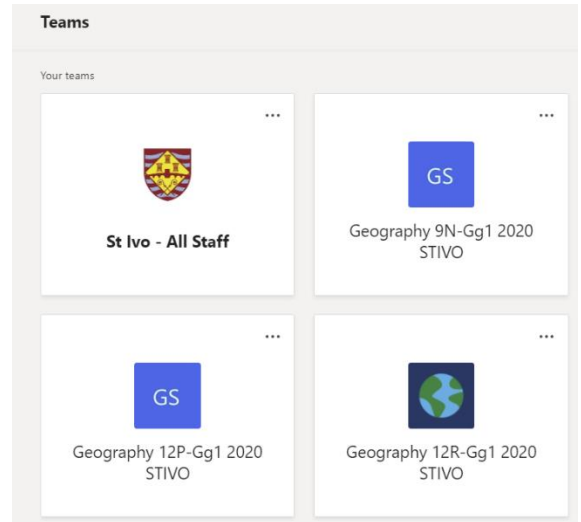
## ORGANISING TEAMS TO MAKE THEM EASIER TO FIND

With so many Teams in your list it can be difficult to find them, but you can easily re-arrange them to create a logical order (e.g., from KS3 through to KS5)

In order to make your teams easier to find you can drag and drop your Teams within your Teams list to put them into the most logical order for you to find them quickly.

When in this view – just click and hold on a Teams icon and drag and drop it to move it around.

You can also 'Hide' Teams that you use less frequently or to highlight just those Teams you want to focus on at the moment. To do this, click on the ellipsis (three dots) and select Hide Team. These will go to the bottom of the list and be hidden unless you click on Hidden Teams and it will allow you to access them.



## KEYBOARD SHORTCUTS

There are some really useful Keyboard shortcuts for Teams – if there are things you use regularly it might be worth checking out if it has a shortcut!

**Keyboard shortcuts** ×

Keyboard language is: English (United States)

**General**

Show keyboard shortcuts	Ctrl .	Go to Search	Ctrl E
Show commands	Ctrl /	Open filter	Ctrl Shift F
Goto	Ctrl G	Open apps flyout	Ctrl `
Start new chat	Ctrl N	Open Settings	Ctrl ,
Open Help	F1	Close	Escape
Zoom in	Ctrl =	Zoom out	Ctrl -
Reset zoom level	Ctrl 0		

**Navigation**

Open Activity	Ctrl 1	Open Calls	Ctrl 2
Open Chat	Ctrl 3	Open Assignments	Ctrl 4
Open Teams	Ctrl 5	Open Calendar	Ctrl 6
Open Files	Ctrl 7	Open Insights	Ctrl 8
Go to previous list item	Alt ↑	Go to next list item	Alt ↓
Move selected team left	Ctrl Shift ←	Move selected team right	Ctrl Shift →

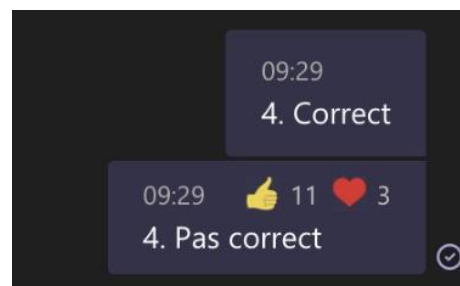
[See shortcuts for all platforms](#) | [Office Accessibility Centre](#)

## GETTING QUICK RESPONSES FROM STUDENTS FOR AFL etc. IN A TEAMS

### CHAT (thanks to LE!)

#### Quick responses to True / False

This works well for quick true / false questions and is quicker than create a poll – simply type true / false (the example in the screenshot is from Le’s French lesson) into the chat and students ‘like’ a response to select that one.




#### Getting a quick indication of which students have finished

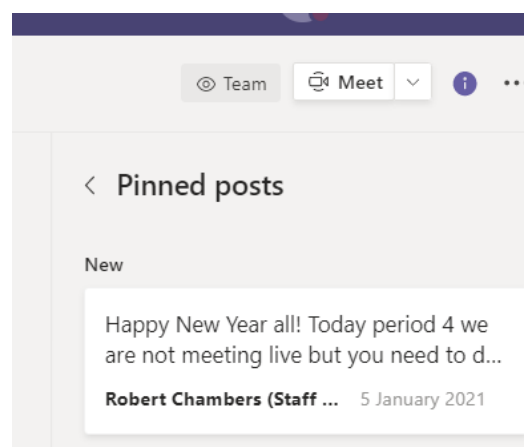
Simply post ‘Finished’ in chat and students click like when they have done to help with pace and timings.

### MODELLING ANSWERS LIVE – use of IWB or Graphic Tablet.

If working in school, when you use the share screen option, you can write on your interactive whiteboard over your Ppt live or use the IWB/ notebook software allowing you to live model examples. If you are not in school but have a graphic tablet this will also allow you to write over your screen to help model answers.

### PINNING IMPORTANT MESSAGES / THREADS IN A COURSE CHAT

Team chats can mean that some information can quickly get hidden as lots of other messages appear and send it out of view. However, you can easily Pin Posts to the new ‘Channel info’ pane – messages that are pinned can easily be accessed / found by you and your students if you click on the information button  at the top right hand side of the screen you will find an information side bar appears showing information about the Team and there is a section called Pinned Posts which will just show those posts you have pinned (for example you could do this with assignments etc or live lesson recordings to make them easy to find. Just let your students know (or demonstrate in a lesson) that if they click on the information sign – it will show all pinned posts.

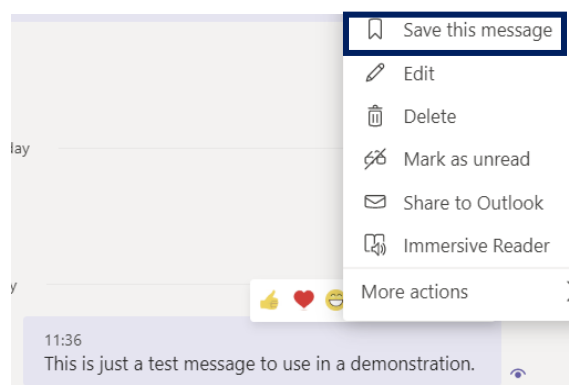


There is a really good video here which shows how this works and what it looks like to students on their view [How to Pin a Post in Microsoft Teams 🚀 NEW UPDATE 🚀 - YouTube](#)

### BOOKMARKING A MESSAGE

It is possible to book mark any message, so it is easy to find later on.

To later find saved messages – just simply type **/saved** into the search bar at the top and it will bring up all your saved messages.

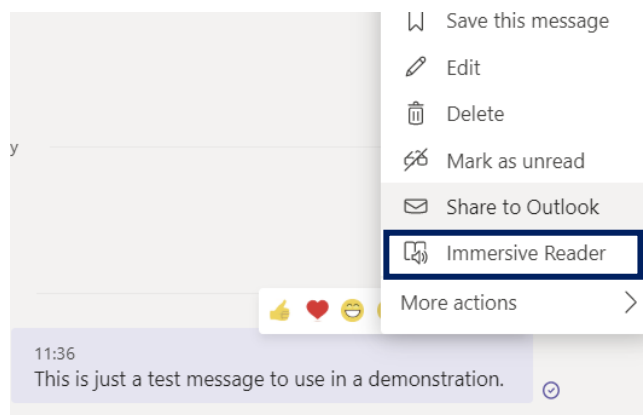


## USE OF THE IMMERSIVE READER – for students with visual, learning and reading difficulties / students with dyslexia.

The immersive reader option was originally designed for people with visual, learning and reading difficulties and students with dyslexia – it simplifies the user interface, removing distractions and allows the user to focus on the content.

The immersive reader function is very easy to use - next to any message, click on the 3 dots (also known as the ellipsis) and select immersive reader.

It will then bring up the message in a large window with an added option of a play button which can be used to read the message out loud.



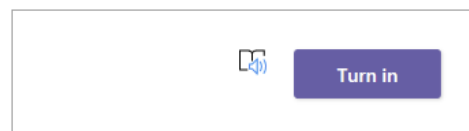
Robert Chambers (Staff - St Ivo Academy) at

Saturday, 9 January 2021 11:36

This is just a test message to use in a demonstration.



This also works for assignments. Students and staff will see the Immersive reader icon (see screenshot below).

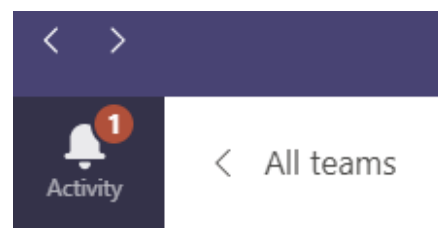


You can find out more about immersive reader including its other uses, this includes translation of text into other languages, and the ability to break up parts of speech in terms of grammar. There is also a picture dictionary which gives the ability to click on a word to gain a visual representation.


[Use Immersive Reader in Microsoft Teams - Office Support](#)

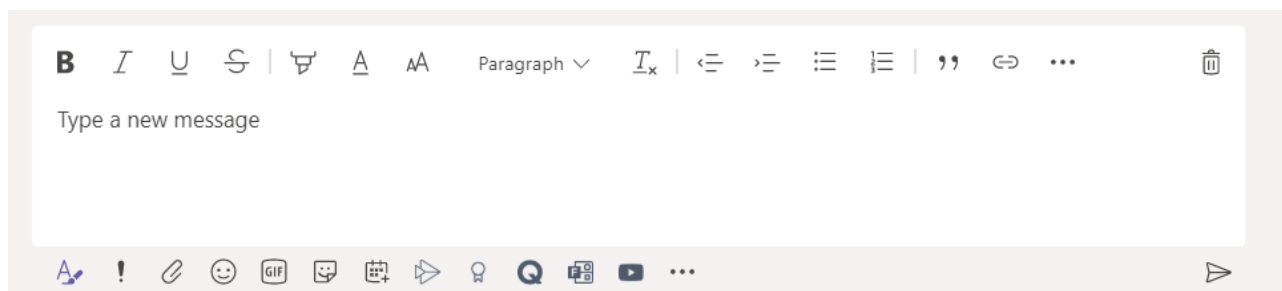
## GOING BACK AND FORWARD IN NAVIGATING TEAMS

Just like a browser has a back and forward button – so does Teams – but it can be easy to miss this function. It can just speed things up for you when navigating through!

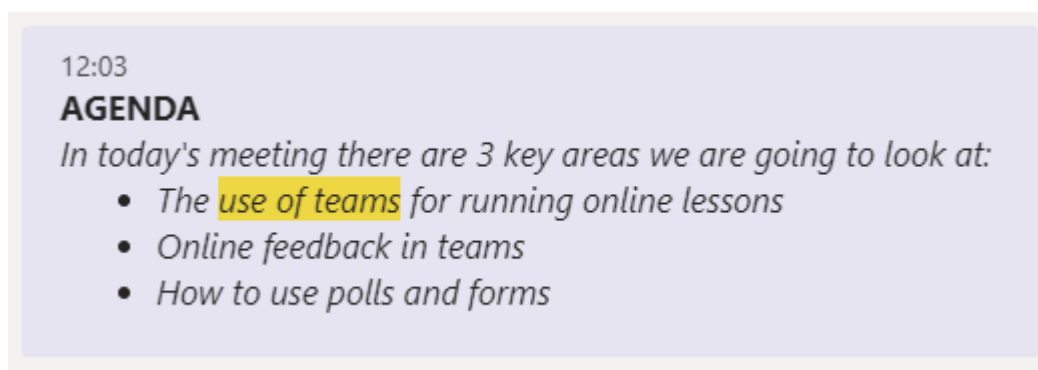


## FORMATTING A MESSAGE

If you want to make things stand out in a message – for example use of bold, highlight, italics etc. like you would in word – simply click on the **FONT icon**  underneath your message before you start typing and it will bring up a rich text option.



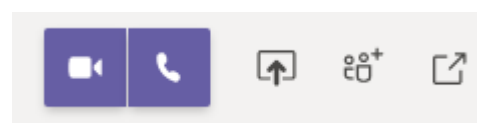
You can then create formatted messages e.g.



You can also add shortcuts / weblinks within this using the link button.

## SPEAK INSTEAD OF CHAT OR SHARE SCREEN WITH COLLEAGUE WITHOUT LIVE MEETING.

If you are chatting with someone but would find it easier to talk to them you can easily call them using the video / phone button at the top of the chat. You can also share your screen directly with that person rather than actually being in a meeting but click on the screen share button at the top of the chat. Useful if you are working with colleagues in your department.



Just remember though that it will call whoever is in that chat – so if you are in a whole school chat it would call all the staff in that chat – so make sure it is only the people you want to call that are in the chat!

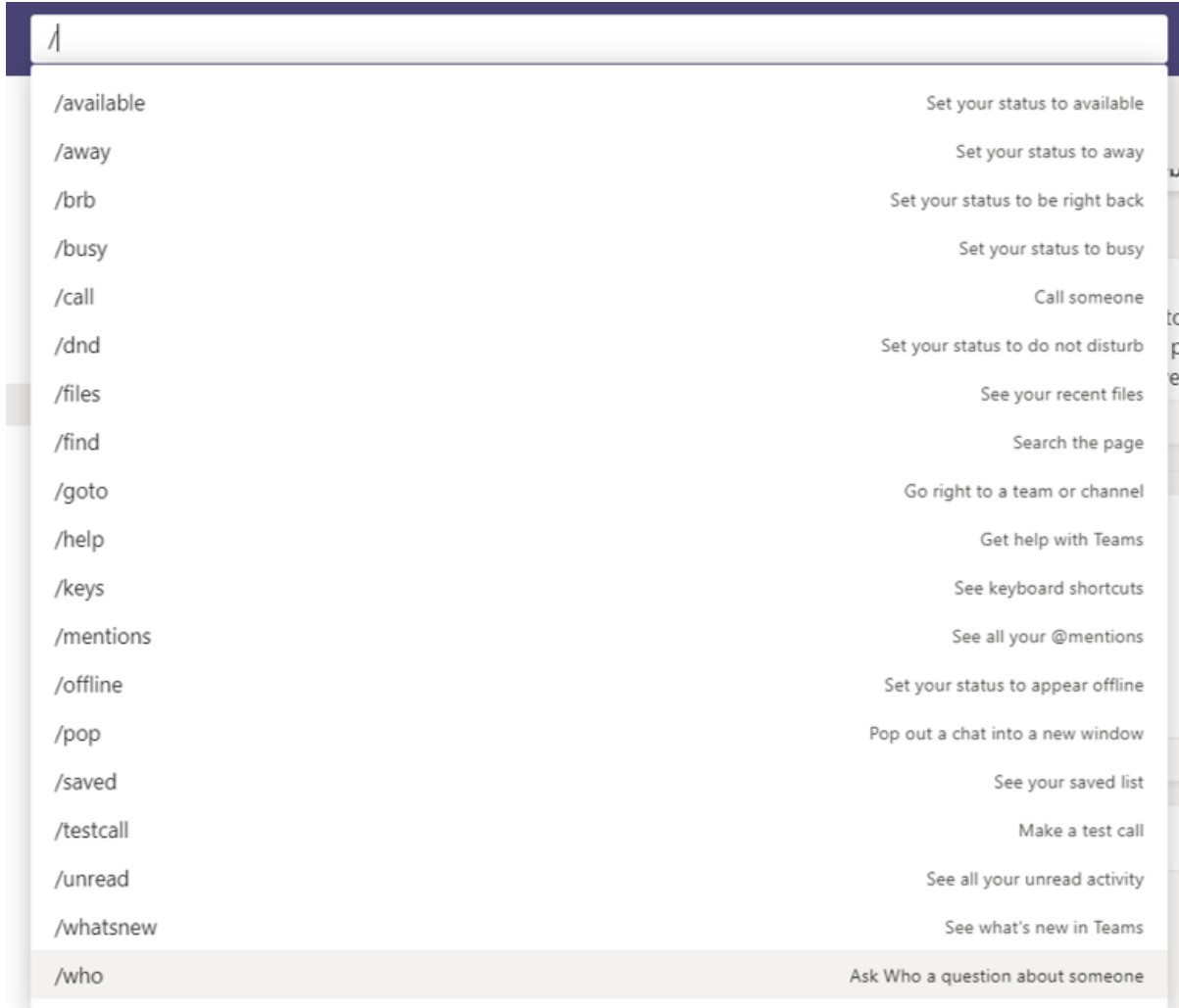
## USING THE SEARCH BAR TO PERFORM AN ACTION

A really good timing saving option is using the commands function of the search bar.



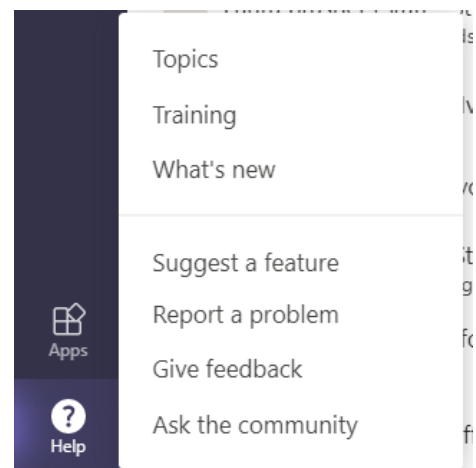
As well as searching for things, the search bar at the top allows you to carry out commands quickly.

If you just click **ctrl+ /** it will bring up a list of commands and you can click on it..



## GETTING HELP DIRECTLY IN TEAMS

There is actually a help button in Teams itself – that is easy to miss – it's at the bottom of the screen and there are lots of really helpful tools in there. This includes other training videos that people may find useful.



## APPENDIX 1

### USING AN IPAD TO DELIVER A LIVE LESSON

Please note that with regards to preparation for lessons – e.g., merging classes, generating codes etc. it is much easier to use the desktop version and in fact class codes for merging cannot be generated using the iPad version.

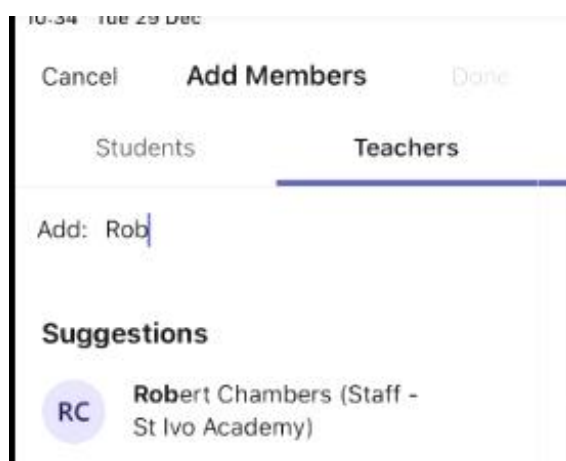
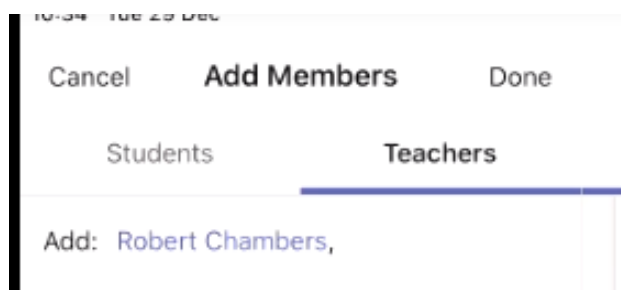
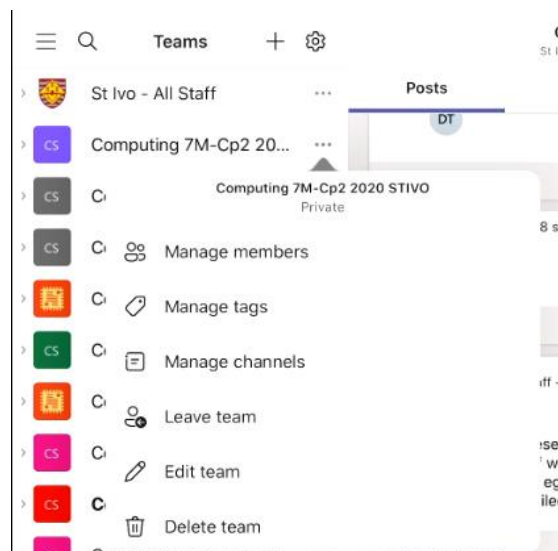
#### ADDING MEMBER OF STAFF VIA IPAD

1. Click on the three dots next to the Class team you wish to add a member of staff too.

2. Click on the + sign next to Team members.

3. Click on Teachers and then start typing the name (NOT INITIALS) of the member of staff you are trying to add.

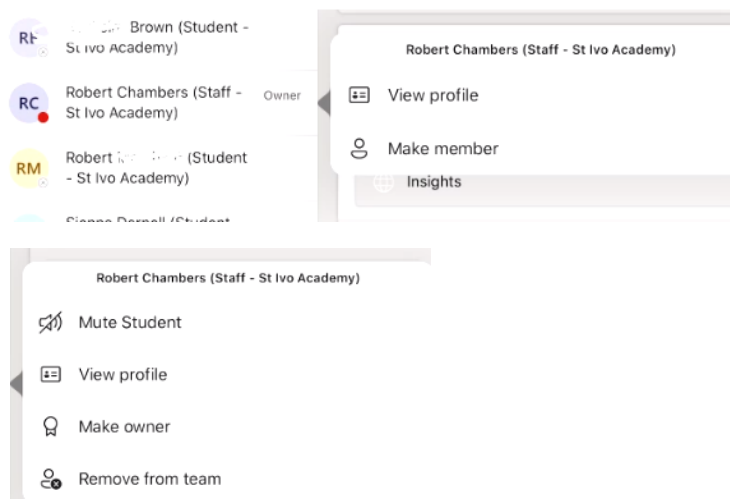
4. Select the member of staff you want to add so that they appear in blue in the 'Add' box and click Done. They will now be a member of the Team.



#### TO REMOVE A MEMBER OF STAFF FROM A TEAM USING AN IPAD

1. Click on the three dots next to the member of staff and select manage member of staff – click on Make Member.

2. Click on staff name again and then select remove from team.



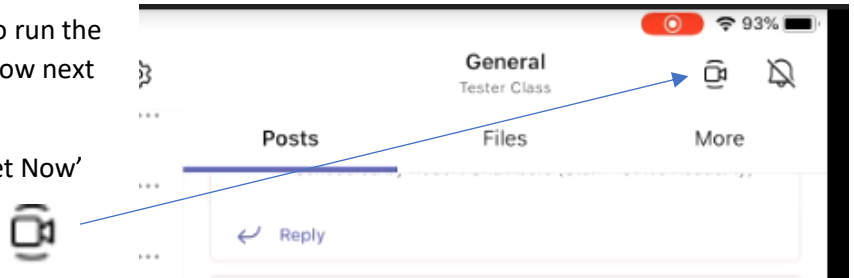


## RUNNING A LIVE LESSON USING AN IPAD

### STARTING THE LESSON

Select the Class Team you are going to run the lesson for and click the little down arrow next to the Team and click on General.

To start the meeting click on the 'Meet Now' icon in the top right hand corner.



This will generate a 'meeting' notification in the students Team conversation with a Join button for them. You will see a screen on your iPad as follows – but you won't need to click Add participants or share meeting invite as this is done automatically in your team for the students you need.

You will just then wait for students to arrive. You will start to see initials coming up of the students that have joined as they appear.

To get a list of students that are online – simply click on the participants button on the toolbar at the bottom.

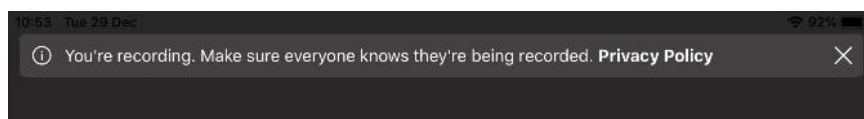
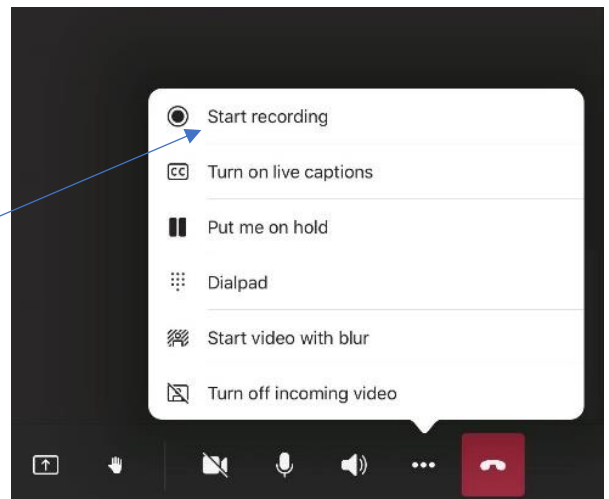


### RECORDING THE LESSON

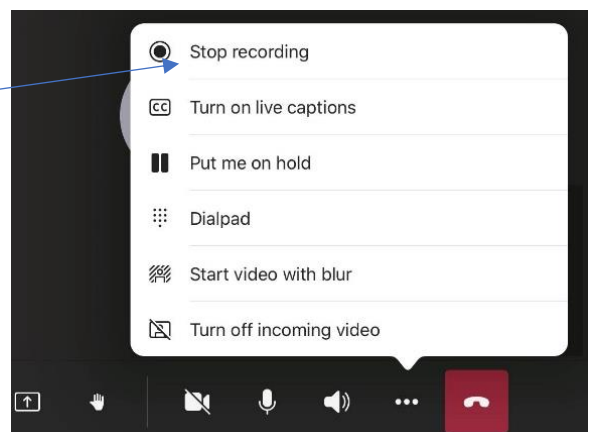
Remember it is Trust policy that all lessons are recorded so please make sure once you start the meeting you then record the lesson.

To do this..

1. Click on the three dots on the toolbar at the bottom of the screen.
2. Select Start Recording
3. You will see a message at the top of the screen (see below) which confirms that recording has started.



4. To finish the recording – click on the three dots at the bottom of the screen, click on 'Stop Recording'.



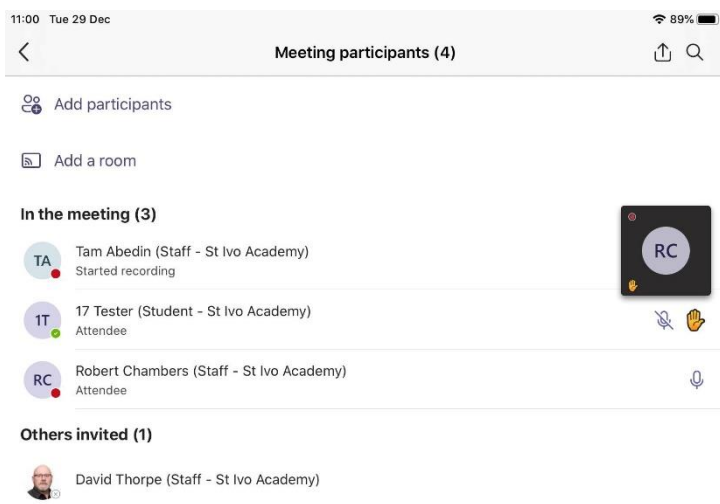
## STUDENT ENGAGEMENT ON IPAD LESSON.

### HANDS-UP

Students who have their hand up will be shown as a yellow hand -



To see who it is – if you click on Participants button along the bottom toolbar you will get the list of participants and the yellow 'hand-up' sign will show by one of the names.



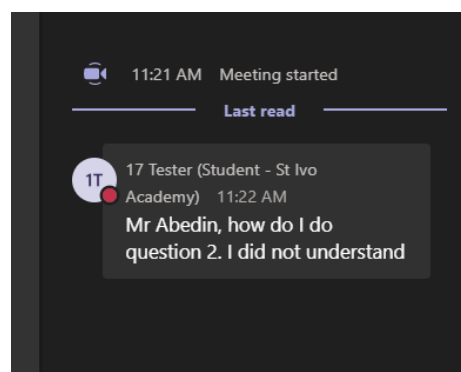
### USING THE CHAT



When using the iPad – you will see if a message has been added to the chat as a red dot will appear next to the chat symbol.

When you click on the chat Symbol – you will then see what the student has written.

When sharing a PowerPoint it can be difficult to monitor the chat as well so it is worth liaising with the second teacher and potentially asking them to monitor the chat so they can alert you or deal with anything in that chat.



### USING AUDIO / VIDEO

As before students are free to use their microphones to answer a question if you give them permission to do so but they should then turn their audio off again.

In some lesson situations it may be useful for students to show work via a webcam. If this is the case, again there needs to be clear permission by staff to switch cameras on (although no expectation that a student should have to). Once work has been shared a student's camera should be switched off again.

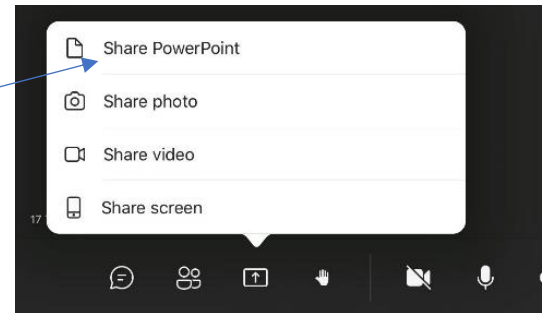
**REMEMBER - WHETHER A MEMBER OF STAFF DECIDES TO TEACH WITH THEIR WEBCAM ON OR NOT IS PURELY DOWN TO EACH INDIVIDUAL MEMBER OF STAFF AND WHAT THEY FEEL COMFORTABLE WITH. THERE IS NO EXPECTATION THAT YOU HAVE TO HAVE IT ON ALTHOUGH SOME MAY WISH TO.**

## SHOWING A POWERPOINT DURING A LIVE LESSON ON TEAMS

1. Click on the Share Content button on the tool bar



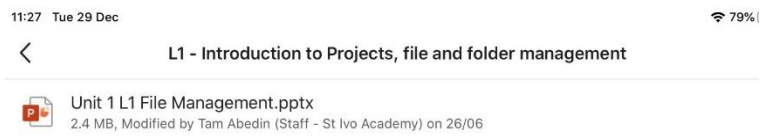
2. Select Share PowerPoint



3. Select your One Drive Folder from the list that comes up  
***(To share PowerPoints etc. using your iPad it is easiest to have these shared in your OneDrive Folder to see how to save resources into your One Drive Folder – please see Appendix 2)***



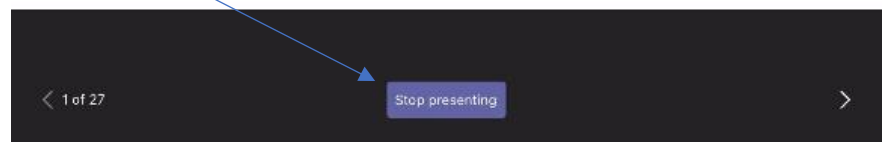
4. Navigate to the Correct Folder and resource in your OneDrive and select it. Example opposite.



5. Your PowerPoint (see example opposite) will now show on your screen and be shared and you can work through it.



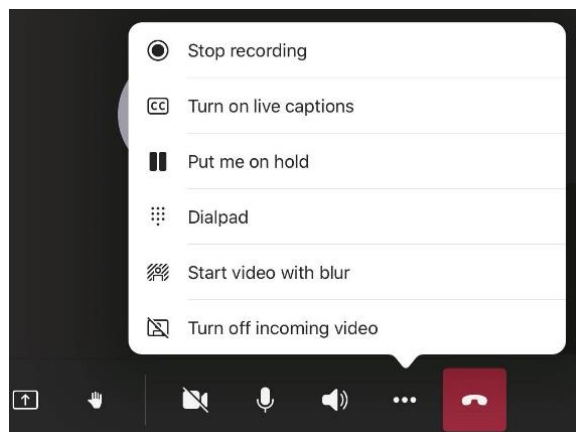
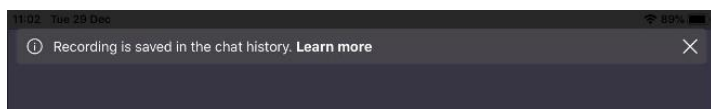
6. To stop sharing the powerPoint – simply click on Stop presenting.



## TO FINISH A LESSON

There are two important steps:

1. Stop recording – remember, to do this simply click on the three dots and select 'Stop recording'. You should get the message below.



2. Unlike the desktop version, there is no 'End meeting for all' so it is important that a member of staff is the LAST to leave a meeting – there shouldn't be any students left on the meeting before a member of staff leaves. If you have a lesson immediately afterwards therefore it is likely you will need to finish the lesson 5 mins before the end in order to ensure everyone has left and that you have your resources / meet now ready for your next class.

Ask all students to leave the lesson – and click on the Participants icon so you can see who is remaining on the call. It is unlikely you would need to do this, but, if despite asking, any students are left on the call – you will need to remove them manually before you (or the last member of staff) leaves the call.

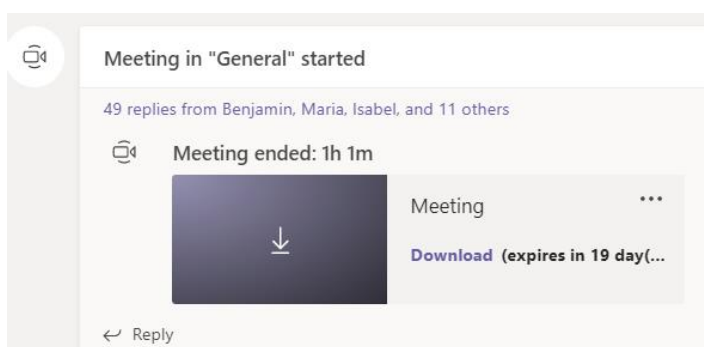
Once there are no more students showing on the participation list as still in the meeting you can then click on the Red 'hang up' button.



## ACCESSING RECORDING OF THE LESSON

**RECORDINGS OF LIVE LESSONS** – the lessons recorded in teams will be stored in a Recordings folder in the Files tab for the channel (we are currently trying to get confirmation of this).

The Recordings are however easily available for students on the Team Channel – and will show as per example on the left (they expire after 20 days) so if you wish to download them for use for revision etc. please do so.



**TIP: If it appears that you can't see the video for a session – click back on the responses to the meeting chat so that the meeting chat opens up again and the video link should be at the end.**

**If you do a meet-now with other members of staff – e.g. for a Department Meeting, which isn't a meeting done through a particular Team/channel - the recording will be stored in the Recordings folder in the OneDrive directory of the person who started the recording.**

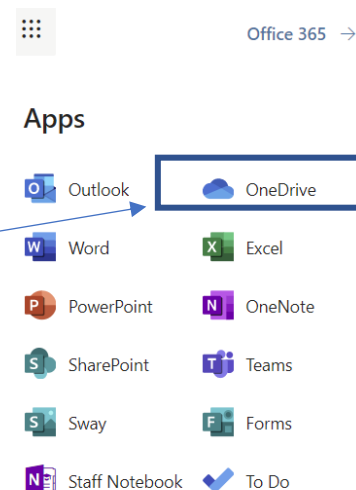
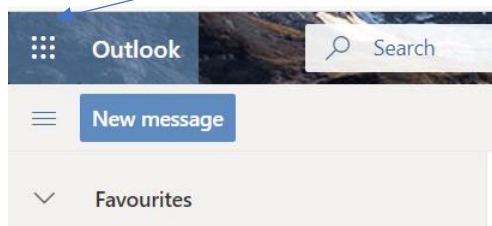
## APPENDIX 2

### USING ONE-DRIVE TO STORE RESOURCES FOR SHARING IN LIVE LESSONS.

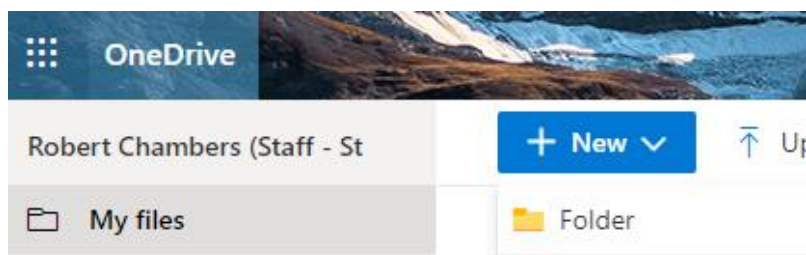
If you are using a desktop to share PowerPoints / resources, then you can open them from anywhere. However, if you are sharing a PowerPoint / Word Document etc. using an iPad then the easiest thing to do is save your resources in your OneDrive account and share them directly from here as they will be easy to locate with your iPad.

Everyone has a personal OneDrive space as part of your Microsoft-365 / Email account and all this links with Teams.

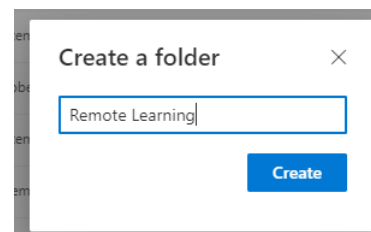
To access your OneDrive on a desktop to add your resources, simply login to your email and click on the '9 dot waffle' in the top left-hand corner of the screen. Then select OneDrive from the menu that comes up.



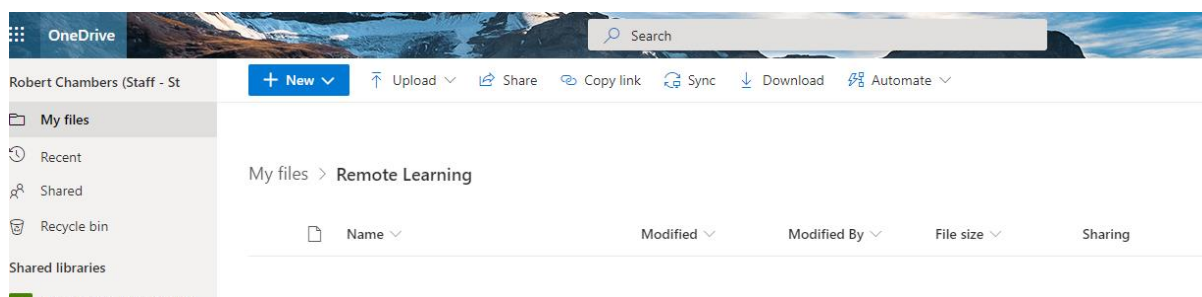
if you have not used your OneDrive before it would make sense to create a New Folder for Remote Learning, so it is easy to find your resources in a lesson. This is easy to do – simply click on 'New' and then select folder.



Give the folder an appropriate name and then click create (you can create as many folders as you want, including folders in folders to organise your resources by class / year group etc.



Once created, open your New Folder and then click on Upload



You can then select either Files or Folders and browse to the location of the resources on your computer and select the file you wish to upload.

Once your resources are in your OneDrive – you will find it easy to locate these when sharing a PowerPoint via a live lesson on an iPad.

## APPENDIX 3 – USEFUL ADDITIONAL RESOURCES

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### Videos

As well as the videos on our School YouTube there are also some useful resources in the following links to explore further:

- **St Ivo Academy Staff Videos**  
[https://youtube.com/playlist?list=PL\\_n0oCwuumYXk\\_y7XSIaapWsV3ybpkch](https://youtube.com/playlist?list=PL_n0oCwuumYXk_y7XSIaapWsV3ybpkch)
- **Microsoft Teams Quick tip Videos**  
[https://www.youtube.com/playlist?list=PLdHjccRYryNINxIFJO7XiHVdr8ah5c\\_7](https://www.youtube.com/playlist?list=PLdHjccRYryNINxIFJO7XiHVdr8ah5c_7) (Mike Tholfson)
- **Microsoft Teams – Kevin Stratvert**  
<https://www.youtube.com/playlist?list=PLIKpQrBME6xJ4Mxv00syI8iOSgI-GVLMG>
- **Microsoft Teams Education Playlist**  
<https://www.youtube.com/playlist?list=PLiluTszfwwMKicAo6agloFALEB5WvYNYs>

### Twitter Feeds

*Some useful Twitter Feeds for TEAMS / ONLINE LEARNING*

- @MicrosoftTeams [Microsoft Teams \(@MicrosoftTeams\) / Twitter](#)
- @MicrosoftEDU [Microsoft Education \(@MicrosoftEDU\) / Twitter](#)
- @mtholfson [Mike Tholfson \(@mtholfson\) / Twitter](#)
- @kevstrat [Kevin Stratvert \(@kevstrat\) / Twitter](#)
- @msonenote [Microsoft OneNote \(@msonenote\) / Twitter](#)

### Hashtags to follow:

**#onlinelearning    #microsoftteams    #remotlearning    #teamseducation**

**R Chambers – Jan 2021  
v3 – 10<sup>th</sup> Jan.**